SECTION 8. HAND RECEIPT

8.1 Hand Receipt Overview. For Property Book accounting purposes, there are two types of property, Organization and Installation. The Hand Receipt Holder (HRH) receives and signs for all property issued by the PBO on a Hand Receipt. Procedures for processing the documents and issuing or transferring property are the same for both automated and manual systems. Under the GCSS-A/T SPR Module the PBO is the originator of these documents, unless otherwise specified.

a. Inventory. An inventory is a physical count of supplies and on-hand equipment. The HRH conducts inventories IAW AR 710-2.

b. COMSEC. The PBO will record only the authorization and identification data on the Authorization and Balance File for accountable, classified COMSEC material. The Remarks/Document Number section of the Unit Equipment Readiness Listing will list these COMSEC items.

c. Organization Property. Organization Property is authorized to the MTOE or deployable mobilization TDA units by their authorization documents. The following is also Organization Property:

- Organizational Clothing and Individual Equipment (OCIE) in CTA 50-900, Table 4.
- Items identified as deployable by CTA 50-909, Appendix B.
- Items in AR 840-10.
- Special tools and test equipment.
- Basic loads.
- Books.
- Unclassified Controlled Cryptographic Items.
- Items authorized by Section III, supplement of the deployable/mobilization TDA.

d. Installation Property. All property NOT listed as Organization Property, regardless of how it is authorized. Organizations will not take installation property to the field, or along with them upon change of station. MACOMs may grant individual exceptions.

e. Hand Receipt Holder. The HRH receives the Hand Receipt and checks it for accuracy. If the entries on the Hand Receipt differ from the actual on-hand quantities, the HRH will let the supporting PBO know. The PBO will prepare or request adjustment documents to correct the discrepancy. The PBO then posts the corrections to the Hand Receipt. The HRH will keep one signed copy as the HRH record. The PBO keeps the original, signed by the HRH.

f. Turn-In of Property. Turn-in of property book and nonexpendable items is required when items on hand exceed allowances. Turn-in procedures will be IAW AR 710-2 and local SOP.

g. Receipt of Non-expendable Items. Local procedures may direct that the Supply Support Activity (SSA) issue property directly to the HRH. When the receiving point receives the item(s), the authorized representative shown on DA Form 1687 will be contacted to pick up any non-expendable property waiting at the receiving point. The representative then proceeds to the receiving point to sign for and pick up the item(s). The representative and the warehouse clerk then sign and date all copies of the receipt document. The representative keeps one copy of the signed document and uses it as a temporary Hand Receipt. The warehouse clerk then forwards the original copy to the Property Book Office Section. If there are equipment shortages or damages, the HRH will notify the PBO and request disposition instructions. The PBO will hold a signed and dated copy of the receipt document in the HRH Suspense File until all property is received and a later Hand Receipt reflects the original receipt. When the HRH receives the awaited property, a signed receipt document is immediately sent to the PBO.

8.2 Primary Hand Receipt. Use these processes to view, transfer and print organization and installation equipment hand receipts; to add, modify and delete components; and to print Component Inquiry Listings.

a. From the **SPR-Module Main Menu**, click **Hand Receipt** to display the **Hand Receipt** menu (Figure 8.2-1).

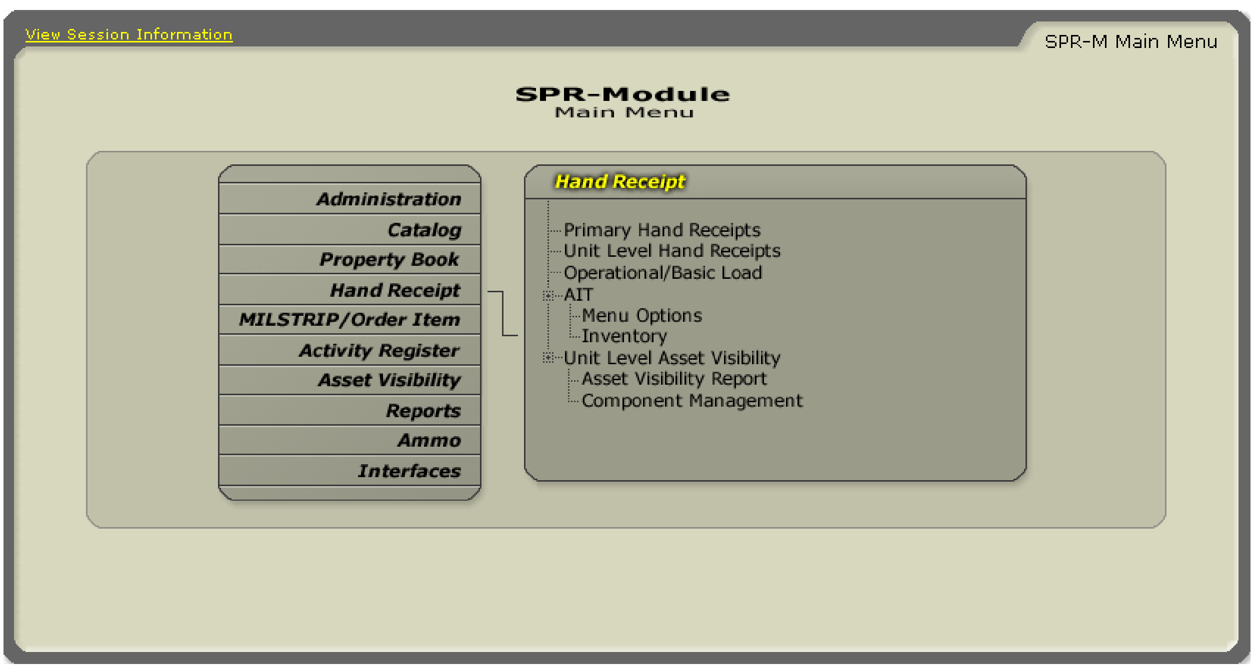


Figure 8.2-1 Hand Receipt Menu Screen

b. Click **Primary Hand Receipt** to display the **Primary Hand Receipt Processes** screen, **Organization Hand Receipts** tab (Figure 8.2-2).

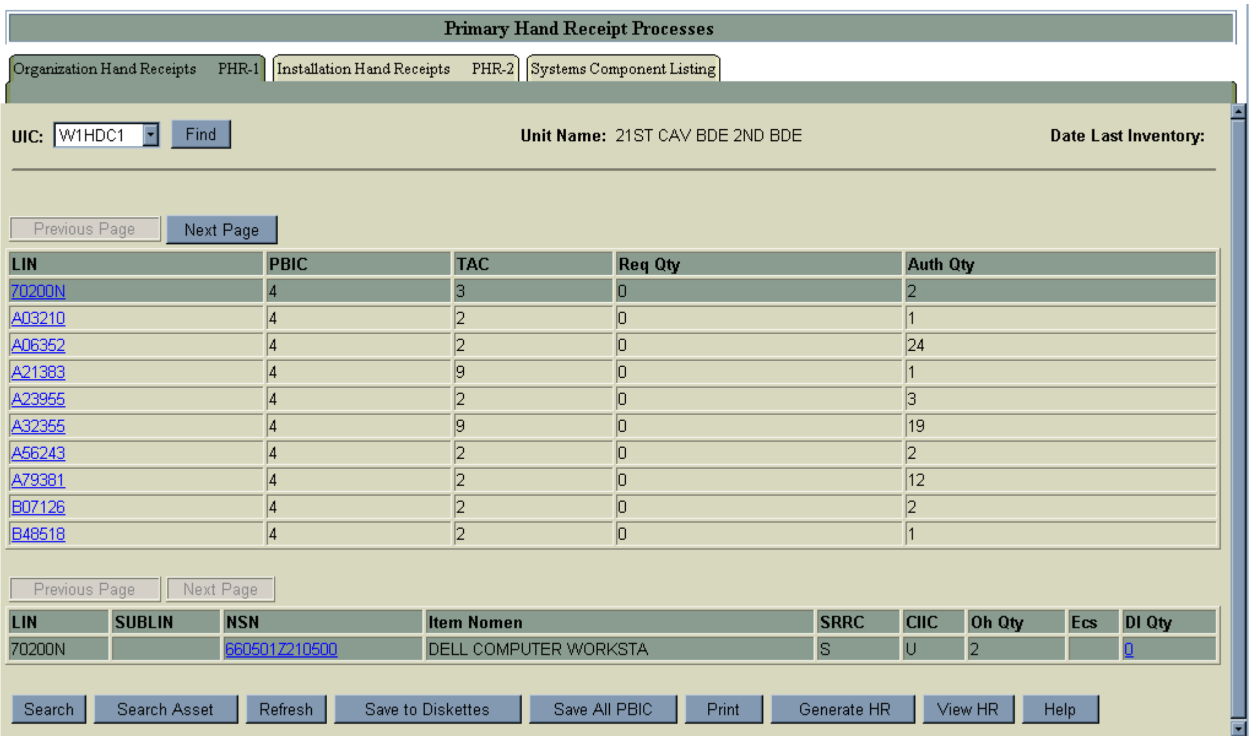


Figure 8.2-2 Primary Hand Receipt Process Screen, Organization Hand Receipts Tab

c. The **Organization Hand Receipts** tab and **Installation Hand Receipts** tab have identical layouts and share all but one function, Save All PBIC. Therefore, only **Organization Hand Receipts** is discussed.

<u>8.2.1 View Hand Receipt Data</u>. Follow these instructions to view a selected hand receipt and its details.

a. The screen is divided into two lists of data (Figure 8.2-3).

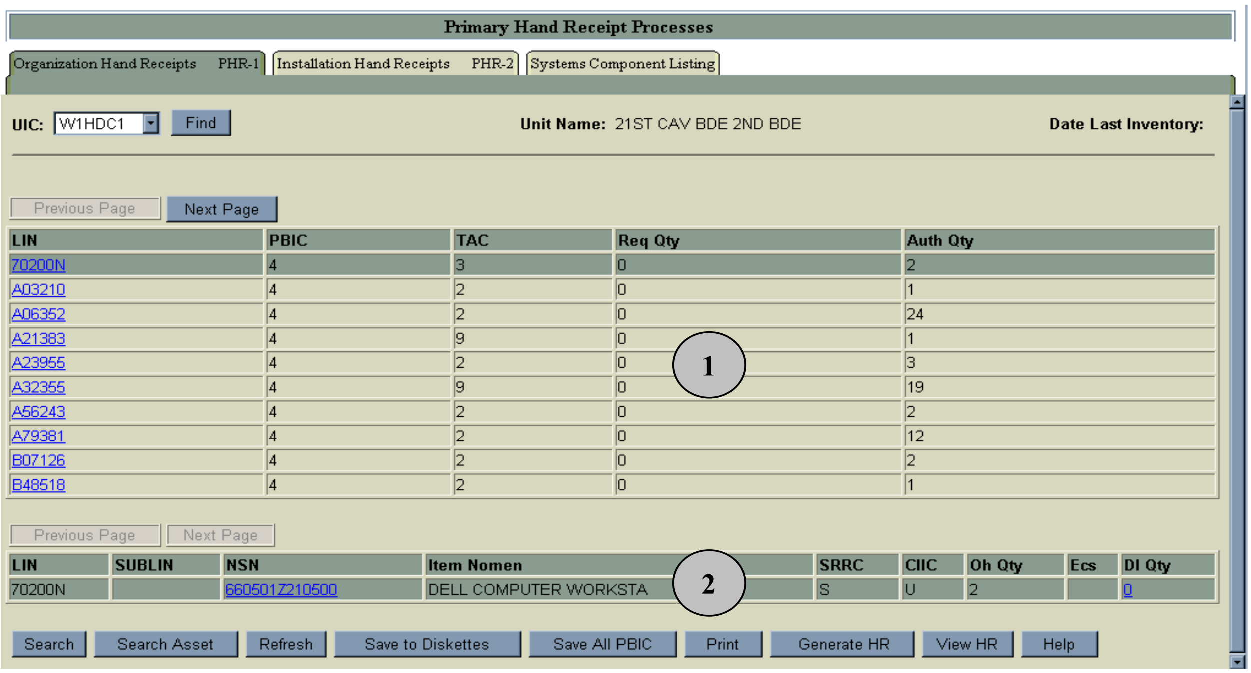


Figure 8.2-3 Primary Hand Receipt Process Screen

Legend for Figure 8.2-3

Number	**Data Area**	**Function**
1	LIN	Lists the Line Item Numbers belonging to the selected unit.
2	Materiel Item	Lists the materiel items associated with the selected LIN.

b. Click the **UIC** LOV and select the desired UIC, or click the **Find** button to display the **UIC** search screen (Figure 8.2-4).

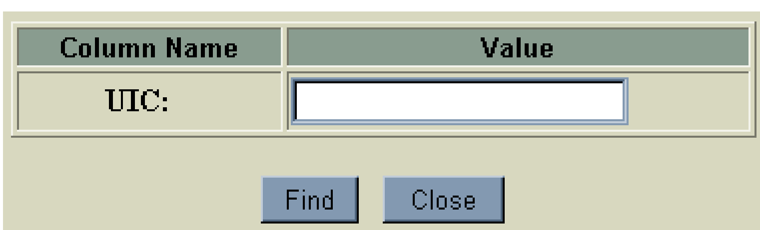


Figure 8.2-4 UIC Search Screen

(1) Enter the complete UIC.

(2) Click the **Find** button.

NOTE: When a UIC is located using the UIC Search, the UIC LOV will display only that UIC until the Refresh button is clicked.

c. Use the list control buttons located above the lists to proceed to the next page of the list or return to the previous page.

d. Click the **LIN** in the LIN list to display the materiel items associated with that LIN.

e. Click the **NSN** in the materiel item list to display the **Hand Receipts Materiel Item Detail** screen (Figure 8.2-5).

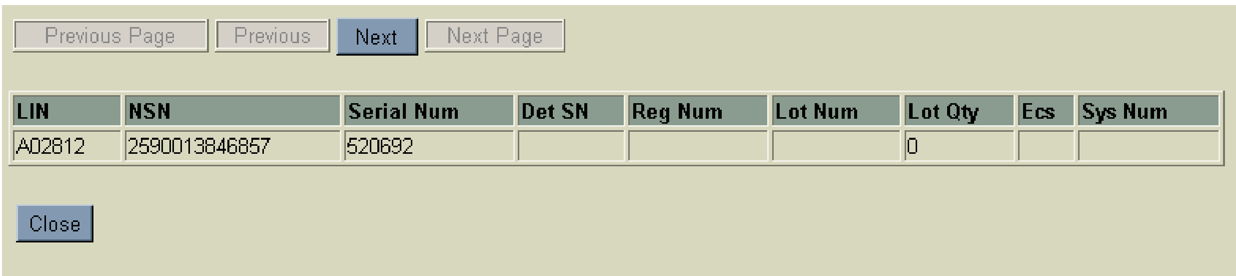


Figure 8.2-5 Organization Hand Receipts Materiel Item Detail Screen

(1) Use the List Control buttons to highlight an individual row.

(2) Click the **Close** button to exit the screen.

f. To view detailed due-in document information for a particular end item,

(1) Click the **DI QTY** to display the **Due-In Status** screen (Figure 8.2-6).

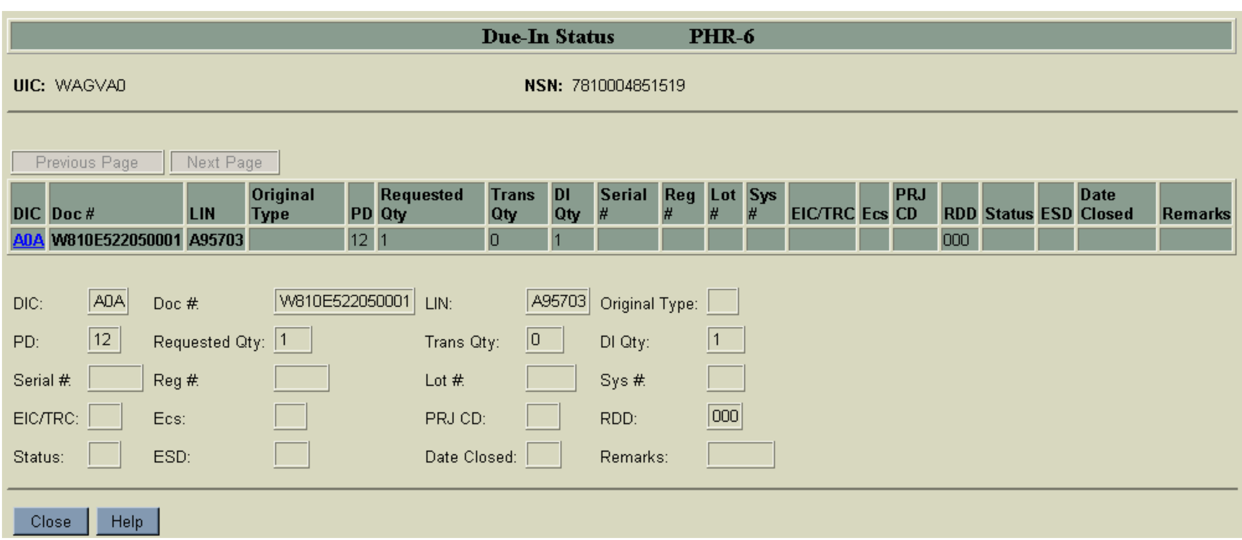


Figure 8.2-6 Due-In Status Screen

(2) If there are multiple dues-in, use the **Next Page** and **Previous Page** buttons to view more records.

(3) Click the **Close** button to exit the screen.

8.2.2 Hand Receipt Searches. The **Organization Hand Receipt** and **Installation Hand Receipt** tabs contain two search buttons. The Search button is used to find items under a broad category. The Search Asset button is used to find items under a more specific category.

a. Click the **Search** button to display the **Hand Receipt Search** screen (Figure 8.2-7).

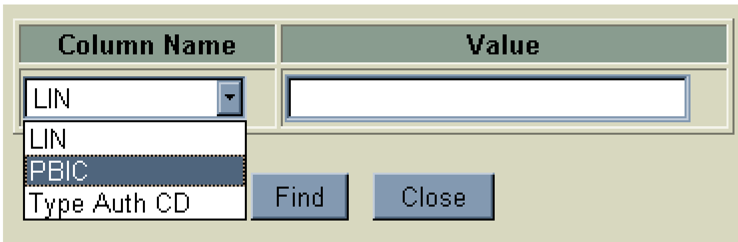


Figure 8.2-7 Hand Receipt Search Screen

b. Click the **Search Asset** button to display the **Hand Receipt Asset Search** screen (Figure 8.2-8).

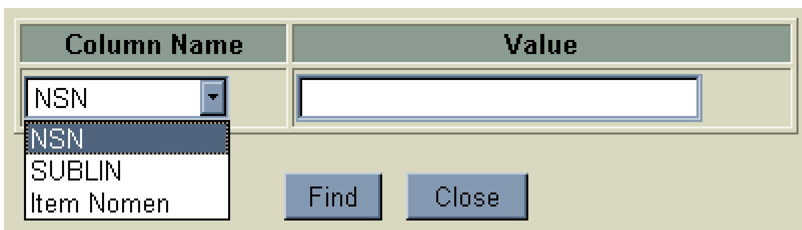


Figure 8.2-8 Hand Receipt Asset Search Screen

c. Select the data element to search by from the **Column Name** LOV.

d. Enter the **Value** and click the **Find** button.

e. Click **Close** to exit the search screen.

NOTE: For further assistance with searches, see section 4.

8.2.3 Saving Hand Receipts to a Diskette. There are two functions for saving a hand receipt to a diskette for input at ULLS-S4, Save to Diskettes and Save All PBIC.

8.2.3.1 Save to Diskettes. Use this function to create a download of a hand receipt for a selected UIC. The hand receipt may be limited to all records for a single PBIC.

a. To create a partial hand receipt, perform a **Search** by **PBIC** before proceeding. Otherwise, the hand receipt will contain all hand receipt records.

b. Click the **Save to Diskettes** button to display the **File Download** dialog box (Figure 8.2-9).

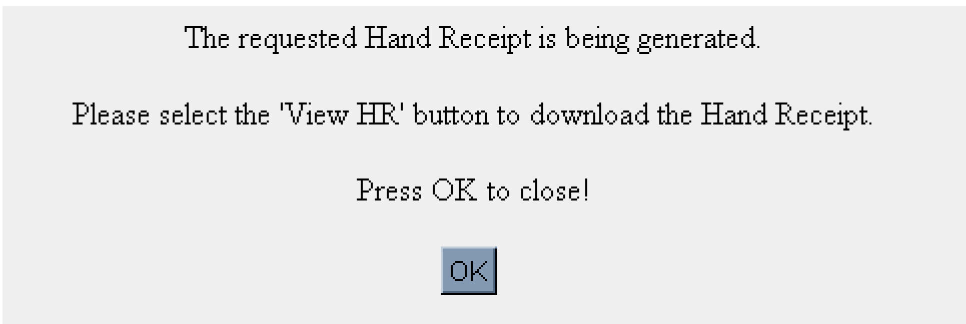


Figure 8.2-9 File Download Dialog Box

c. Click the **View HR** button to display the **Hand Receipt Download Center** screen (Figure 8.2-10).

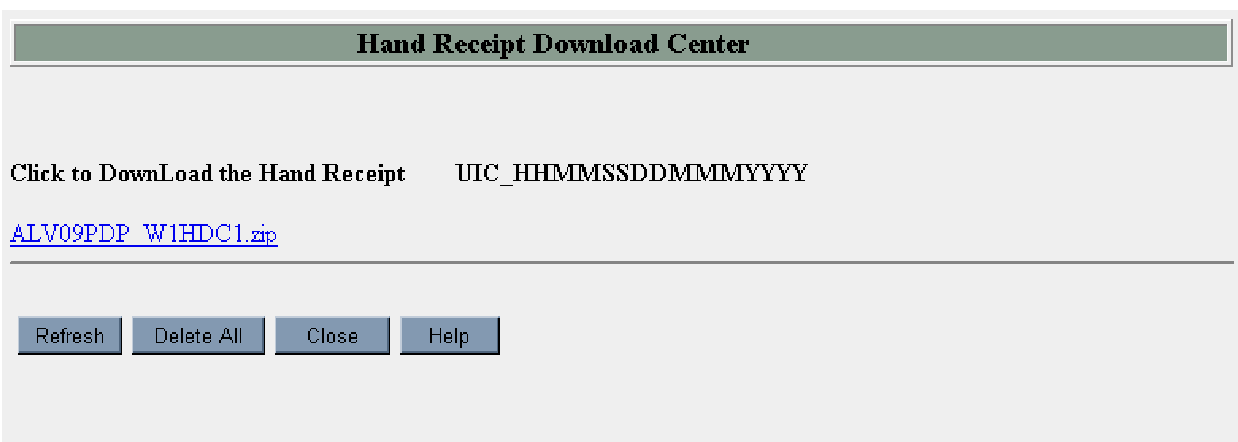


Figure 8.2-10 Hand Receipt Download Center Screen

d. Wait from one to twenty minutes for the file to generate and then click the **Refresh** button.

e. Click the file name, **ALV09PDP_(UIC).zip**, to save the file on a local drive.

f. If the **Security Warning** screen appears (Figure 8.2-11), click the **OK** button.

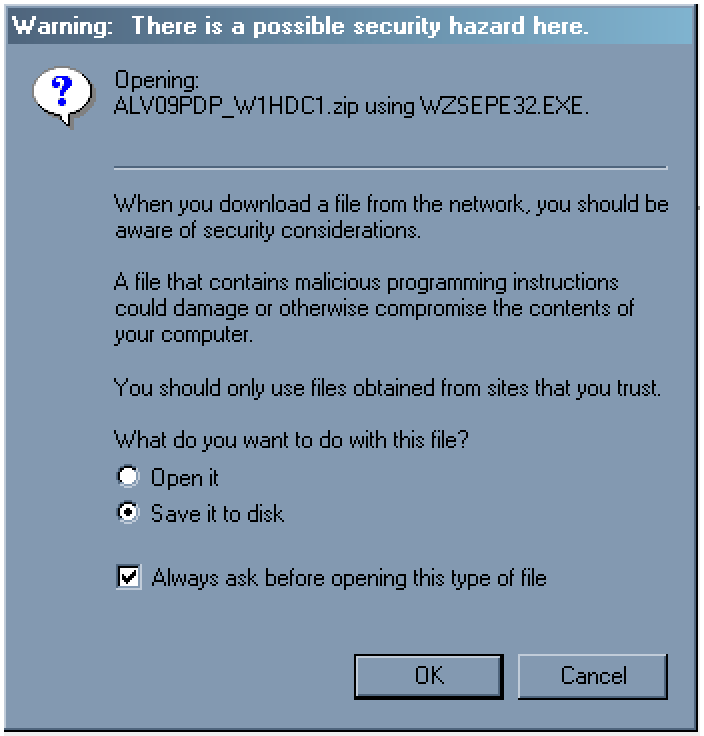


Figure 8.2-11 Security Warning Screen

g. If the **Unknown File Type** dialog box (Figure 8.2-12) appears, click the **Save File…** button.

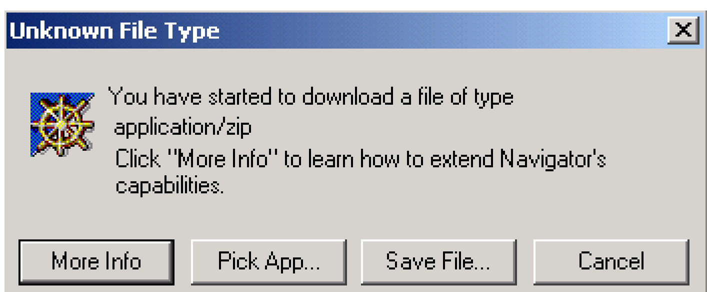


Figure 8.2-12 Unknown File Type Dialog Box

h. The **Save As** screen appears (Figure 8.2-13).

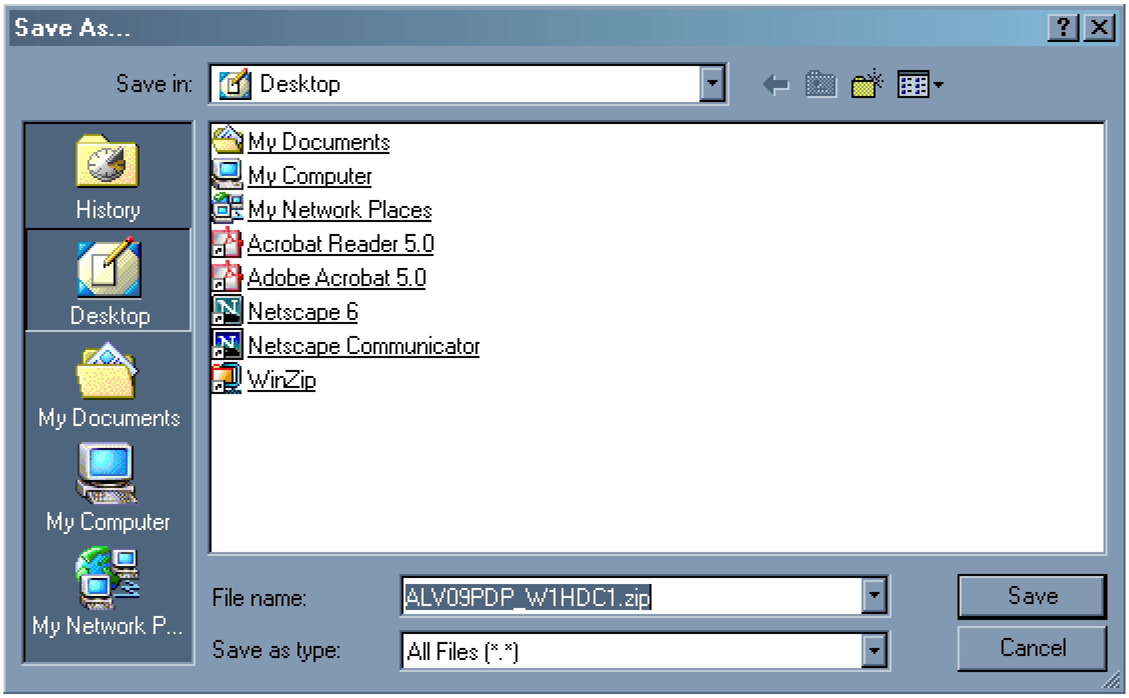


Figure 8.2-13 Save As Screen

i. To save the file in a location other than the Desktop, click the **Save in:** LOV and select a location.

j. To rename the file, click in the **File name** box and type the new name. Otherwise the file name is the UIC followed by the server time and date.

k. Click the **Save** button.

l. To unzip the file and write it to a diskette, locate the file and click it to display a **WinZip** screen (Figure 8.2-14).

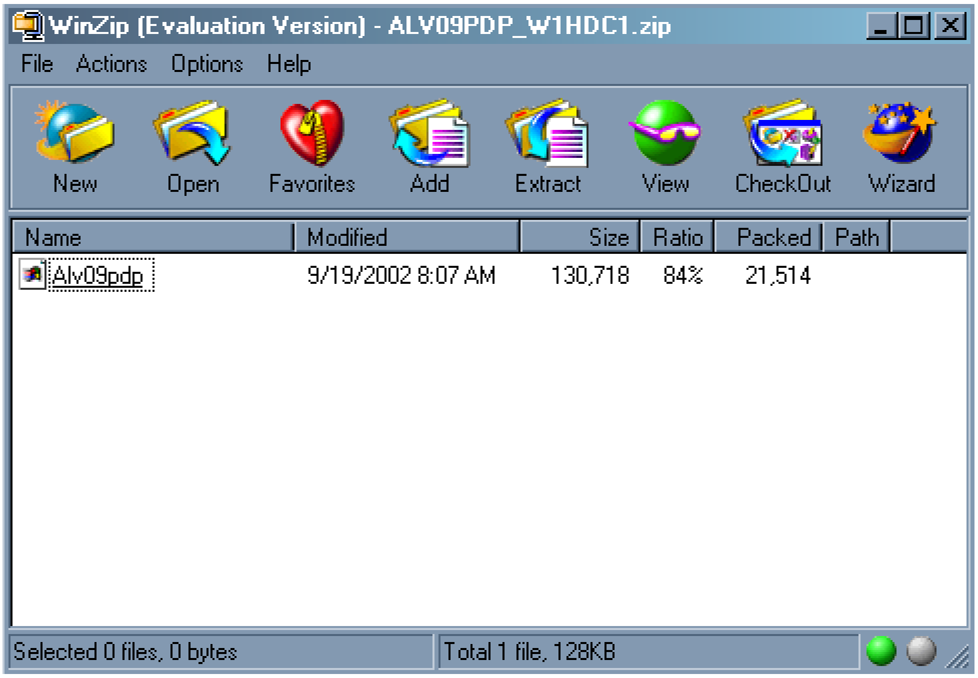


Figure 8.2-14 WinZip Screen

m. Insert a 3½" floppy diskette into the drive.

n. Click the **Extract** button to display the **Extract** screen.

o. Click the **3½ Floppy (A:)** icon to select the destination (Figure 8.2-15).

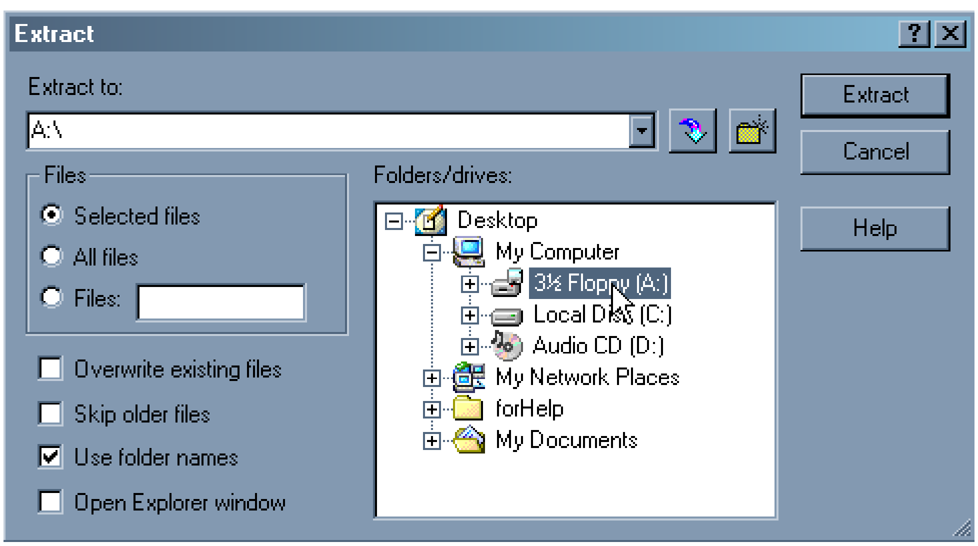


Figure 8.2-15 Extract Screen, Floppy Drive Selected

p. Click the **Extract** button to write the file to diskette.

q. After the file is on the diskette, **right** click the **Start** button to display a menu (Figure 8.2-16).

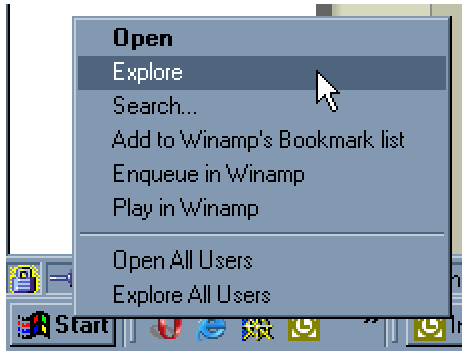


Figure 8.2-16 Start Menu

r. Click **Explore** to display the **Windows Explorer** screen.

s. Click on **3½ Floppy Drive (A:)** (Figure 8.2-17).

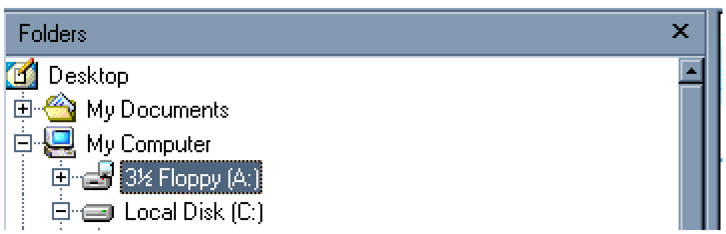


Figure 8.2-17 Windows Explorer Screen, Diskette Selected

t. **Right** click the file name and select **Rename** from the menu (Figure 8.2-18).

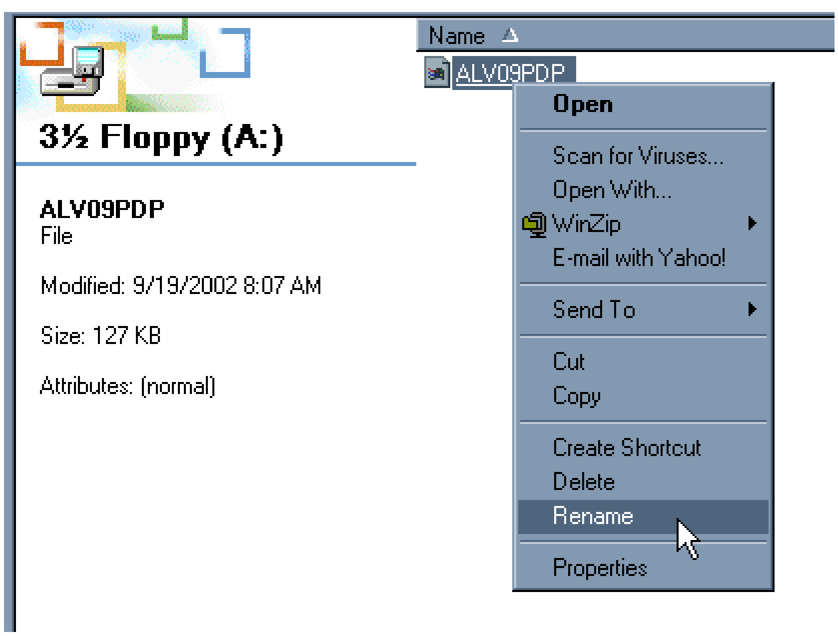


Figure 8.2-18 File Menu

u. Place the pointer at the end of the file name and click inside the file name box (Figure 8.2-19).

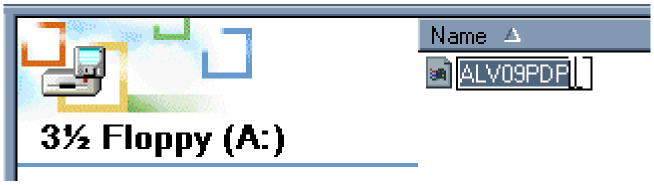


Figure 8.2-19 File Rename

v. Type "**.new**" in the box and press **Enter**.

w. The file name should now read **ALV09PDP.new** (Figure 8.2-20).

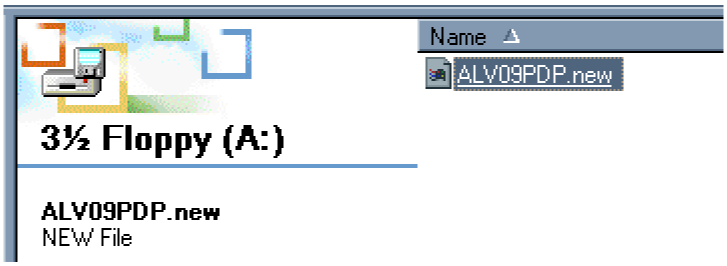


Figure 8.2-20 Renamed File

x. After renaming the file, close **Windows Explorer**.

<u>8.2.3.2 Save All PBIC</u>. Use this function to create a download of all hand receipt items, both Organization and Installation.

a. This function is available on the Organization Hand Receipts tab only.

b. Click the **Save All PBIC** button.

c. Follow steps b through x above. The file name will be **ALV09PDP_ALL_(UIC).zip** instead of **ALV09PDP_(UIC).zip**.

8.2.4 Printing a Hand Receipt Report. Use this function to produce a hardcopy hand receipt report.

a. Click the **Print** button to display the **Generating Report** message (Figure 8.2-21).

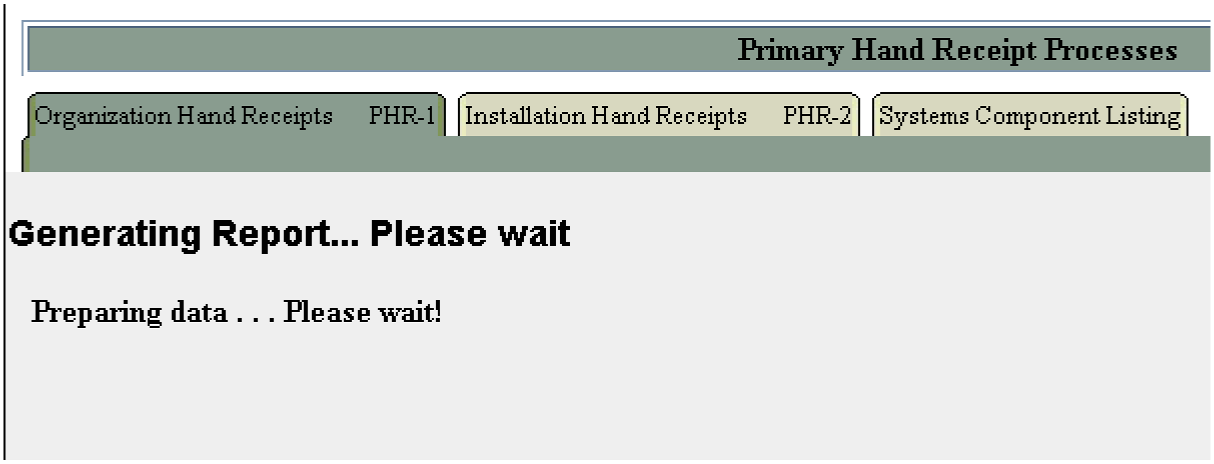


Figure 8.2-21 Primary Hand Receipt Print Option Screen

NOTE: The wait time for the report depends upon the size of the hand receipt and the range of LINs selected.

b. When the **Excel** screen appears, click the **Print** icon on the toolbar.

c. After the report is printed, close the **Excel** screen.

d. Click the **OK** button on the dialog box (Figure 8.2-22) to return to the **Primary Hand Receipt Processes** screen.

Figure 8.2-22 Dialog Box

<u>8.2.5 Creating a Zipped Hand Receipt Report</u>. Use these steps to create a .zip (compressed) file containing the hand receipt information.

a. Click the **Generate HR** button to create the .zip file on the server.

b. Click the **OK** button on the dialog box (Figure 8.2-23).

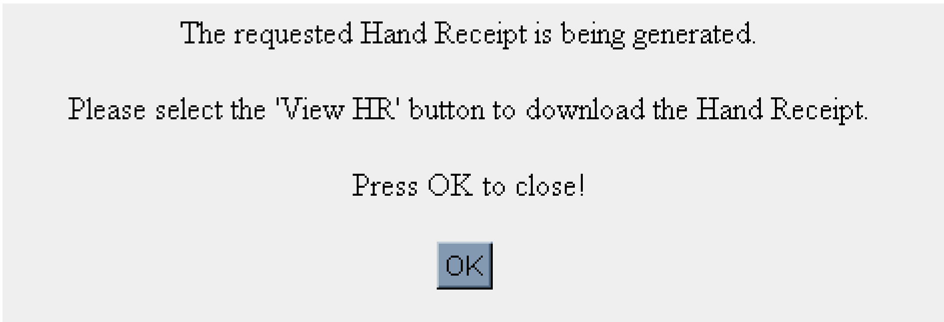


Figure 8.2-23 Generate Hand Receipt Dialog Box

c. Click the **View HR** button to display the **Hand Receipt Download Center** screen (Figure 8.2-24).

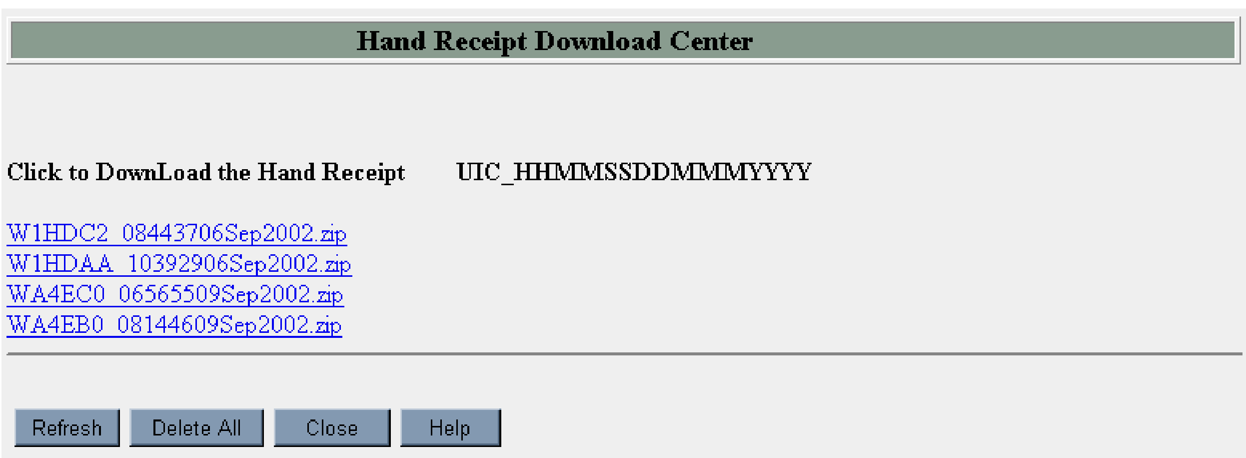


Figure 8.2-24 Hand Receipt Download Center Screen

d. Wait from one to twenty minutes for the report to generate and then click the **Refresh** button.

e. Click the file name to save the file on a local drive.

f. If the **Security Warning** screen appears (Figure 8.2-25), click the **OK** button.

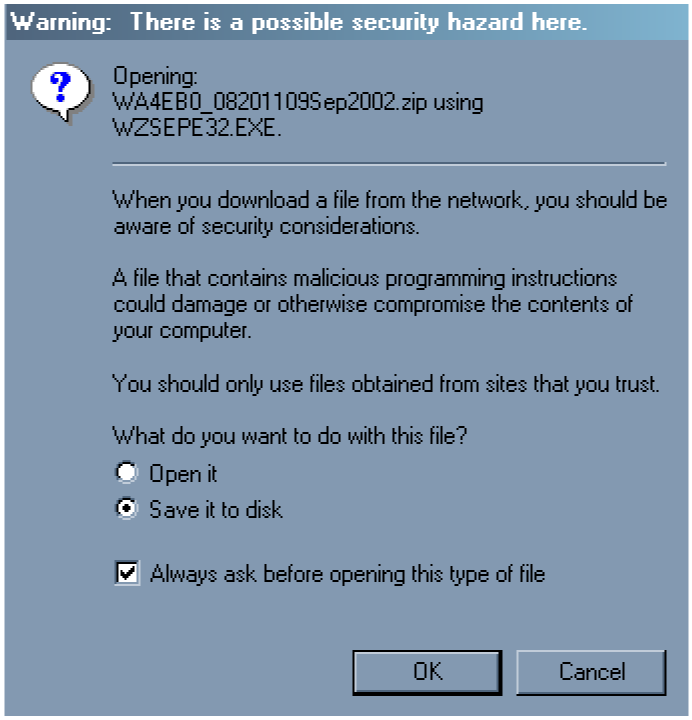


Figure 8.2-25 Security Warning Screen

g. If the **Unknown File Type** dialog box (Figure 8.2-26) appears, click the **Save File…** button.

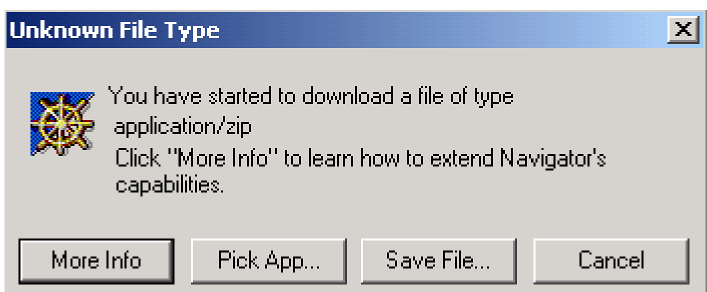


Figure 8.2-26 Unknown File Type Dialog Box

h. The **Save As** screen appears (Figure 8.2-27).

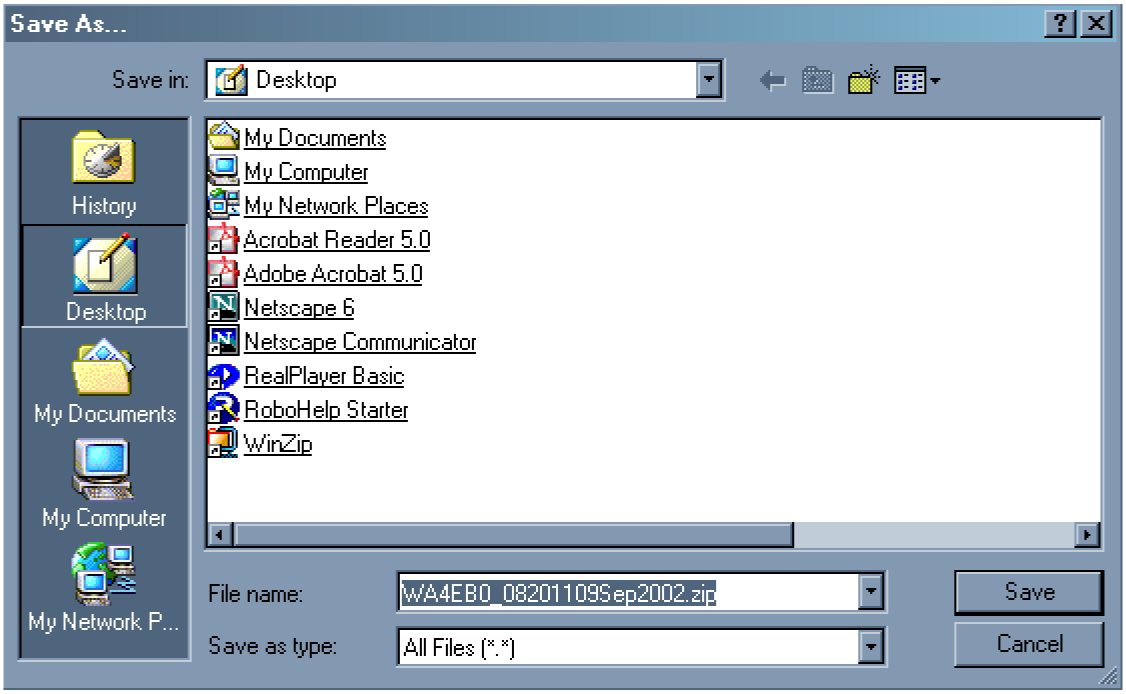


Figure 8.2-27 Save As screen

i. To save the file in a location other than the Desktop, click the **Save in:** LOV and select a location.

j. To rename the file, click in the **File name** box and type the new name. Otherwise the file name is the UIC followed by the server time and date.

k. Click the **Save** button.

l. Locate the file and click it to display a **WinZip** screen (Figure 8.2-28).

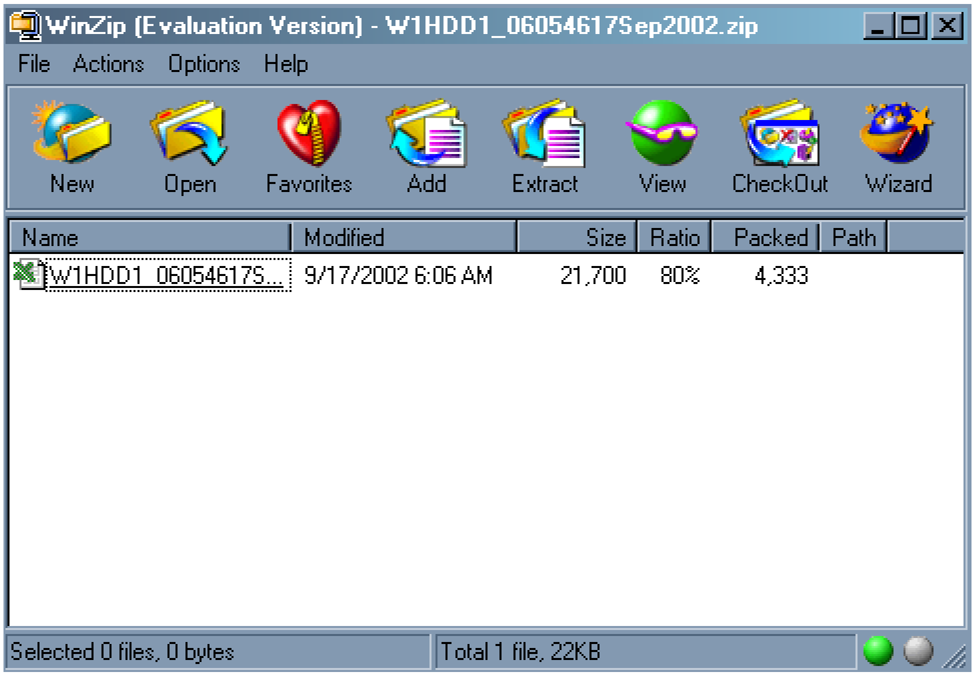


Figure 8.2-28 WinZip Screen

m. Click on the file name to display the report on an **Excel** screen (Figure 8.2-29).

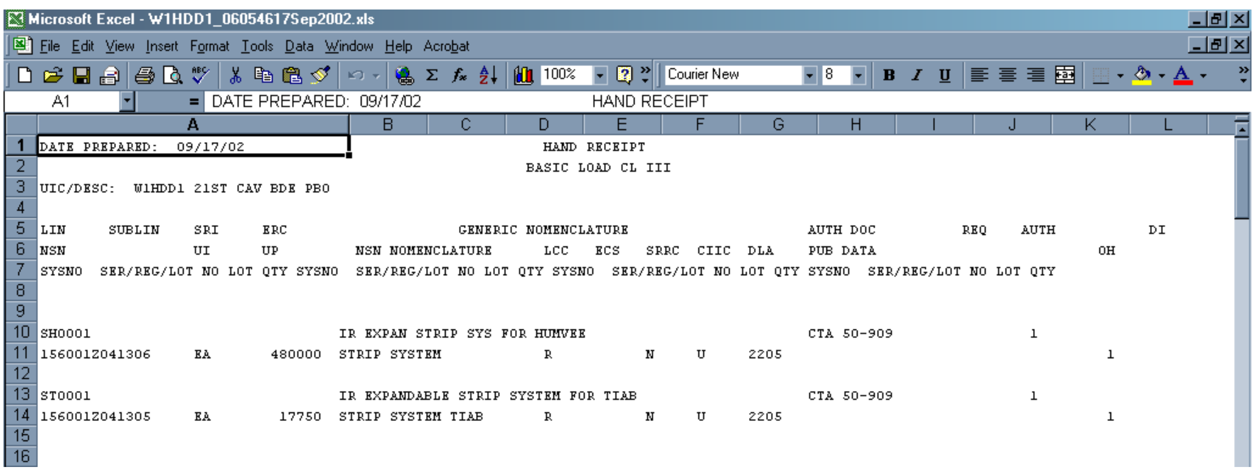


Figure 8.2-29 Excel Screen, Hand Receipt

n. Click on the **Printer** icon on the toolbar to initiate printing the report.

o. The system displays a wait message (Figure 8.2-30).

NOTE: The wait time for the report depends upon the size of the hand receipt and the range of LINs selected.

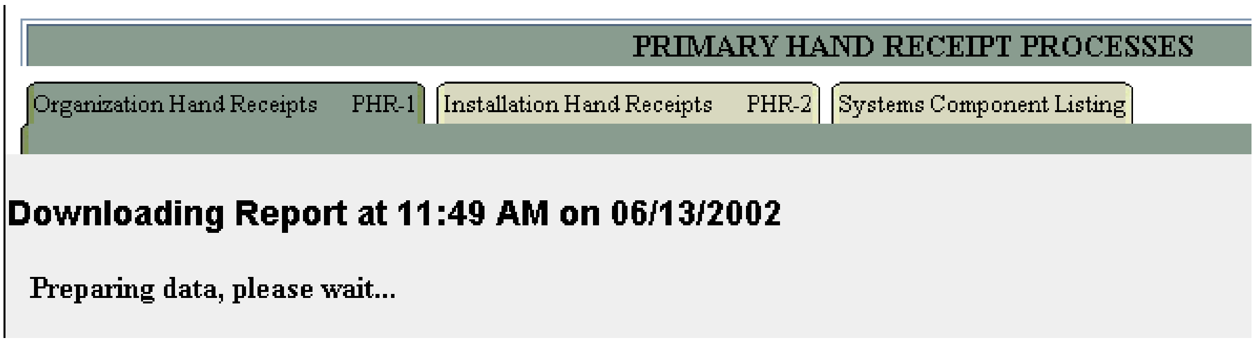


Figure 8.2-30 Downloading Wait Message

p. When the **Save As** screen appears (Figure 8.2-31):

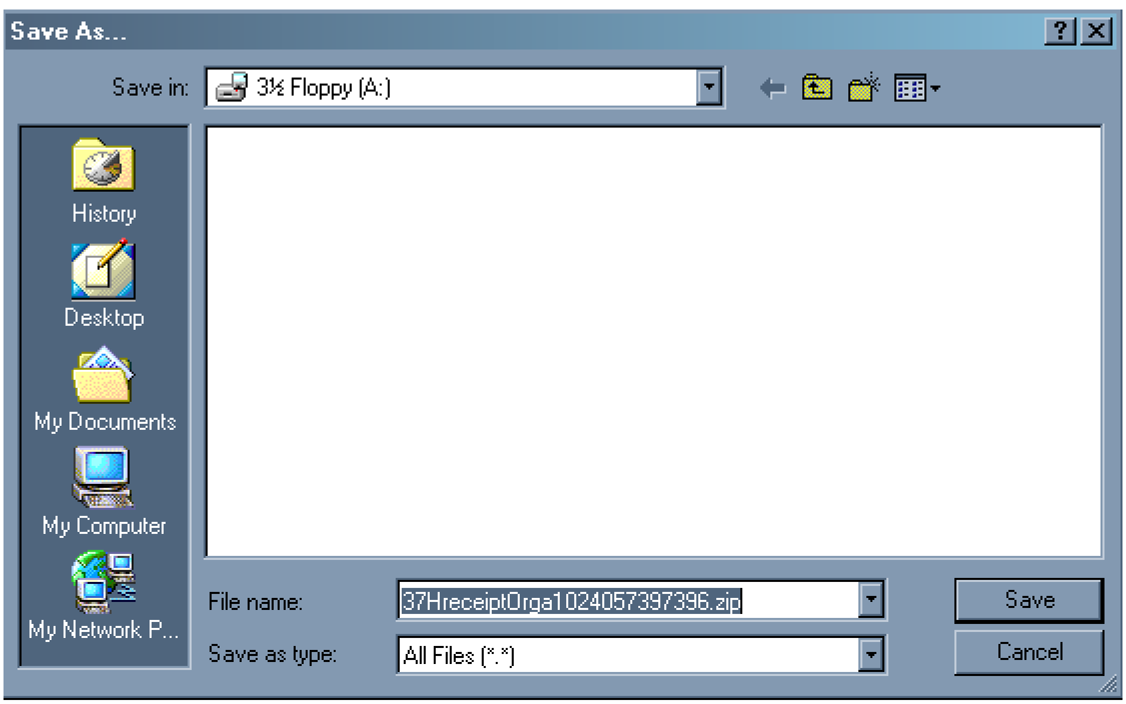


Figure 8.2-31 Save As Screen

(1) Click the **Save in** LOV and select the destination location for the file.

(2) Enter a new file name in the **File name** field.

(3) Click the **Save** button.

q. Click the **OK** button on the **Download** dialog box (Figure 8.2-32).

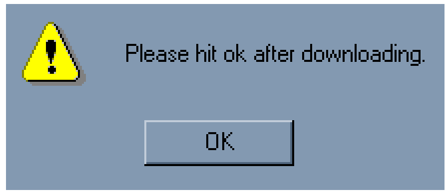


Figure 8.2-32 Download Dialog Box

r. The **Primary Hand Receipt Processes** screen returns to normal.

<u>8.2.6 Systems Component Listing</u>. The Systems Component listing contains two subordinate tabs, Component Query and Component Modify/Add. Use this process to view, add, modify, and delete component records and to print the Component Inquiry Listing.

<u>8.2.6.1 Component Query</u>.

a. From the **Primary Hand Receipt Processes** screen, click the **Systems Component Listing** tab to display the **Component Query** tab (Figure 8.2-33).

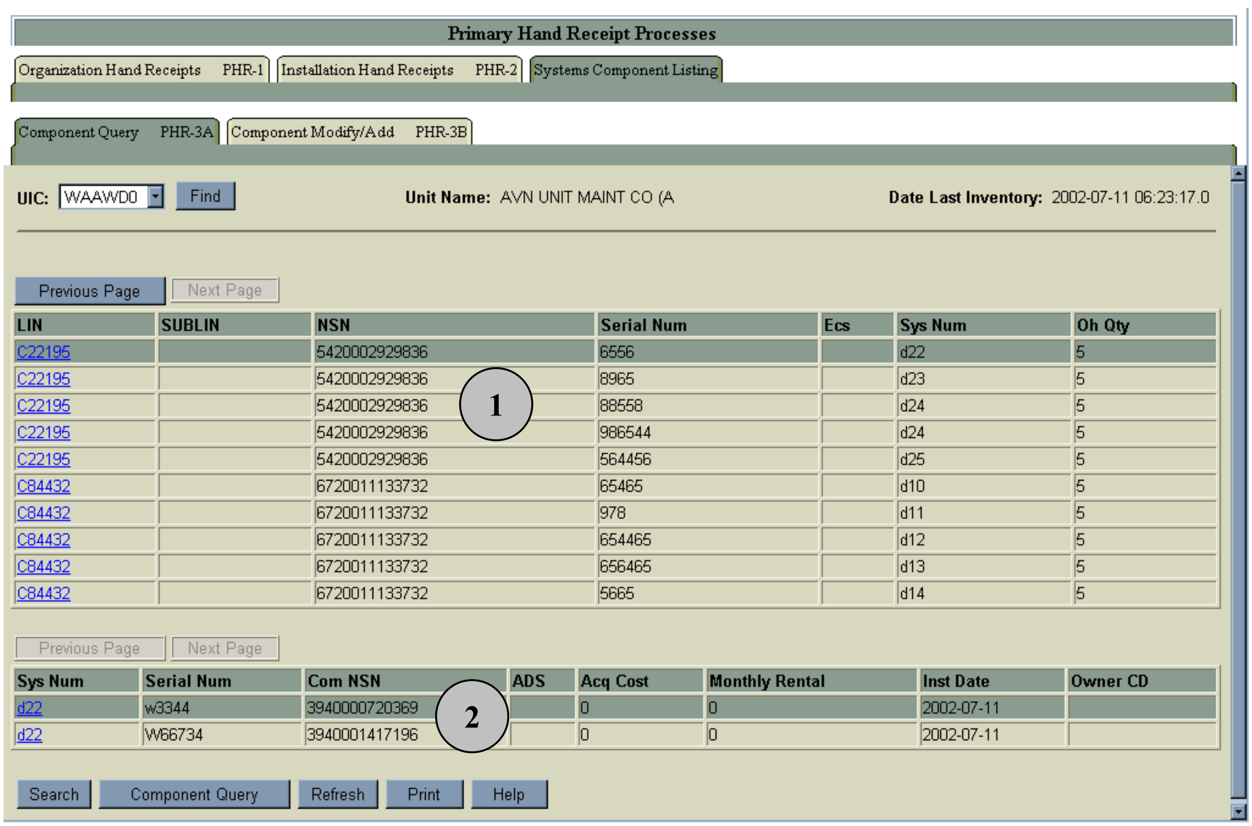


Figure 8.2-33 Primary Hand Receipts Process Screen, Component Query Tab

Legend for Figure 8.2-33

Number	Data Area	Function
1	End Item	Lists the end items that have associated components.
2	Component	Lists the components associated with the selected end item.

b. Click the **UIC** LOV and select the desired UIC, or click the **Find** button to display the **UIC** search screen (Figure 8.2-34).

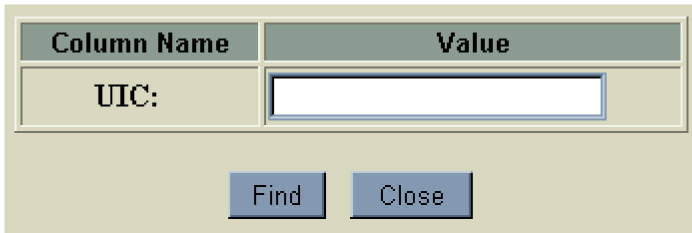


Figure 8.2-34 UIC Search Screen

(1) Enter the complete UIC.

(2) Click the **Find** button.

NOTE: When a UIC is located using the UIC Search, the UIC LOV will display only that UIC until the Refresh button is clicked.

c. In the end item list, use the list control buttons to move from page to page.

d. Click the **LIN** to display the component information.

e. Click the **Print** button to print a Component Inquiry Listing for the selected UIC.

f. To search the database for a specific item:

(1) Click the **Search** button to display the **Component Query Search** screen, (Figure 8.2-35).

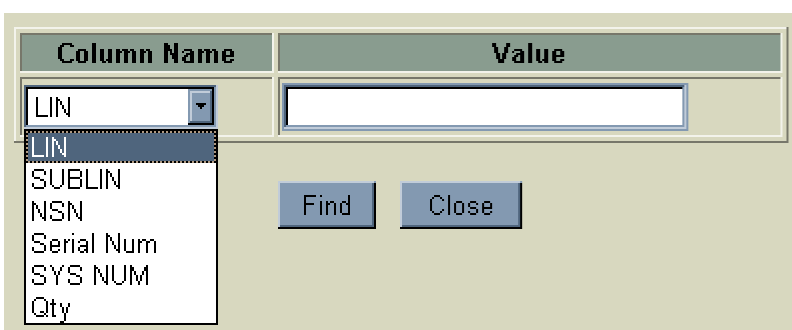


Figure 8.2-35 Component Query Search Screen

(2) Click the **Column Name** LOV and select the desired search criterion.

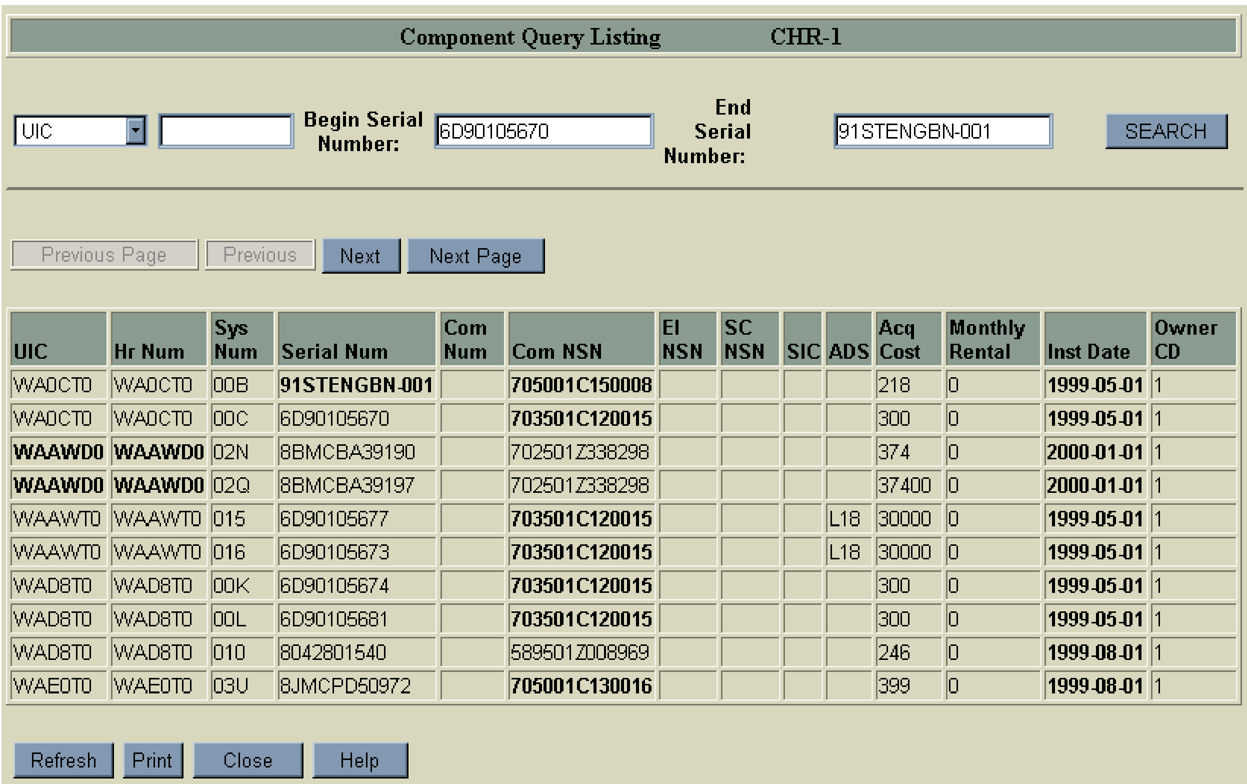
(3) Enter the **Value** and click the **Find** button.

(4) Click the **Close** button to exit the screen.

NOTE: For further assistance with searches, see section 4.

<u>8.2.6.2 Printing the Component Inquiry Listing</u>. The Component Inquiry Listing provides a list of Components for a specific UIC, Hand Receipt Number, or System Number. The report may be printed for a single serial number or a range of serial numbers.

a. Click the **Component Query** button to open the Component Query Listing screen (Figure 8.2-36). Use this process to print the Component Inquiry Listing report.



UIC	Hr Num	Sys Num	Serial Num	Com Num	Com NSN	EI NSN	SC NSN	SIC	ADS	Acq Cost	Monthly Rental	Inst Date	Owner CD
WA0CT0	WA0CT0	00B	**91STENGBN-001**		**705001C150008**					218	0	**1999-05-01**	1
WA0CT0	WA0CT0	00C	6D90105670		**703501C120015**					300	0	**1999-05-01**	1
WAAWD0	**WAAWD0**	02N	8BMCBA39190		702501Z338298					374	0	**2000-01-01**	1
WAAWD0	**WAAWD0**	02Q	8BMCBA39197		702501Z338298					37400	0	**2000-01-01**	1
WAAWT0	WAAWT0	015	6D90105677		**703501C120015**				L18	30000	0	**1999-05-01**	1
WAAWT0	WAAWT0	016	6D90105673		**703501C120015**				L18	30000	0	**1999-05-01**	1
WAD8T0	WAD8T0	00K	6D90105674		**703501C120015**					300	0	**1999-05-01**	1
WAD8T0	WAD8T0	00L	6D90105681		**703501C120015**					300	0	**1999-05-01**	1
WAD8T0	WAD8T0	010	8042801540		589501Z008969					246	0	**1999-08-01**	1
WAE0T0	WAE0T0	03U	8JMCPD50972		**705001C130016**					399	0	**1999-08-01**	1

Figure 8.2-36 Component Query Listing Screen

b. Click the **LOV** in the upper left-hand corner and select the search criterion.

Selection	Definition
UIC	Unit Identification Code
HR_NUM	Hand Receipt Number
SYS_NUM	System Number

c. In the second enterable field, type an identifier appropriate for the criterion elected from the LOV. The entry must match an existing identifier and all letters must be in upper case.

d. Enter a **Begin Serial Number** and an **End Serial Number**. These numbers do not have to match an existing serial number.

(1) For a single serial number, enter the same number in both fields. The number must match an existing serial number.

(2) For all serial numbers, enter “0” in the **Begin Serial Number** field and “ZZZZZZZZZZZZZZZ” in the **End Serial Number** field.

e. Click the **Search** button to execute the search.

f. When the query returns, click the **Print** button to print the Component Inquiry Listing using Excel.

NOTE: For further assistance with printing using Excel, see section 4.

g. After printing the report, close the Excel window.

8.2.6.3 Component Modify/Add. Use the **Component Modify/Add** tab to update existing component records, add new records, and delete outdated records. Click **Component Modify/Add** to display the **Component Modify/Add** tab (Figure 8.2-37).

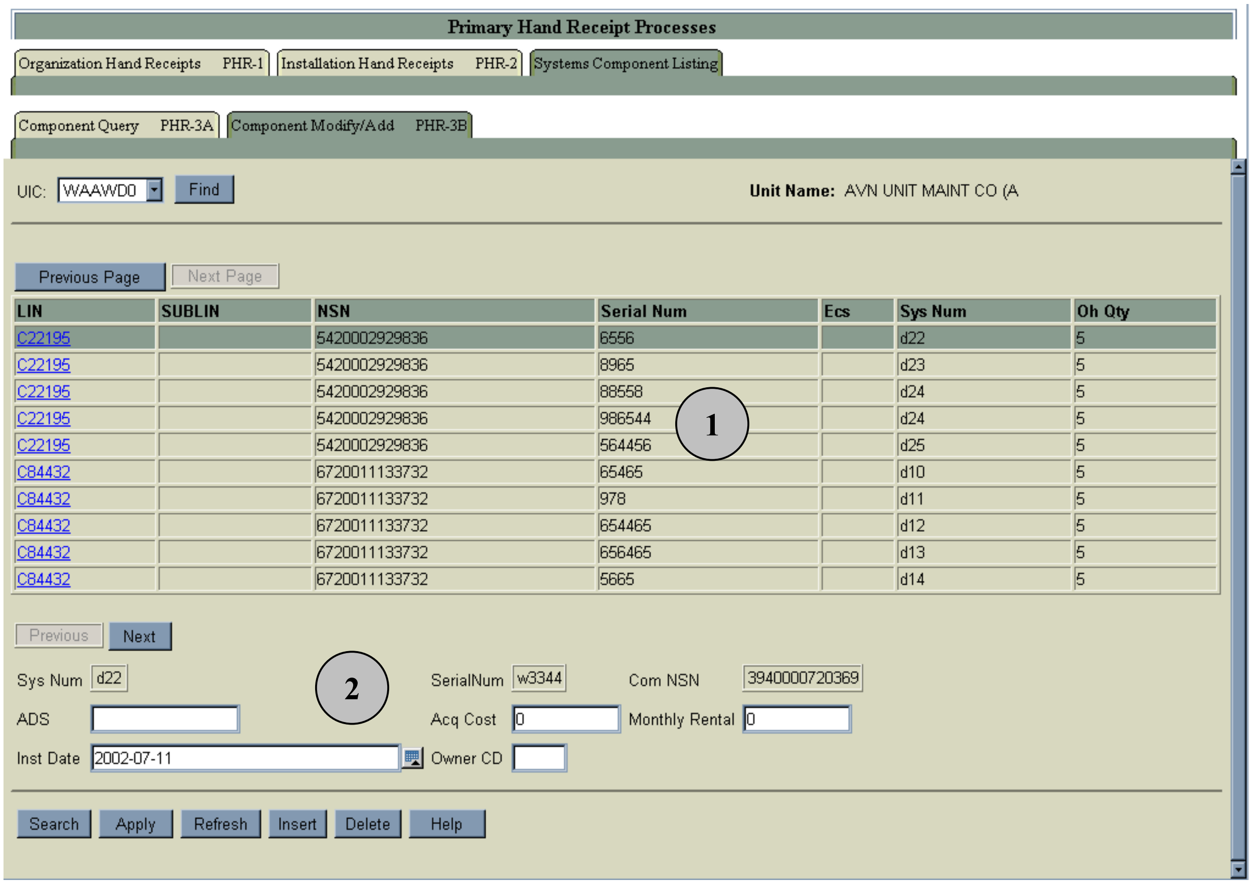


Figure 8.2-37 Primary Hand Receipts Process Screen, Component Modify/Add Tab

Legend for Figure 8.2-37

Number	Data Area	Function
1	End Item	Lists the end items that have associated components.
2	Component	Lists the components associated with the selected end item.

8.2.6.3.1 Modifying Component Information. When the Component Modify/Add tab is selected, it opens in the modify mode.

a. Click the **UIC** LOV and select the desired UIC, or click the **Find** button to display the **UIC** search screen (Figure 8.2-38).

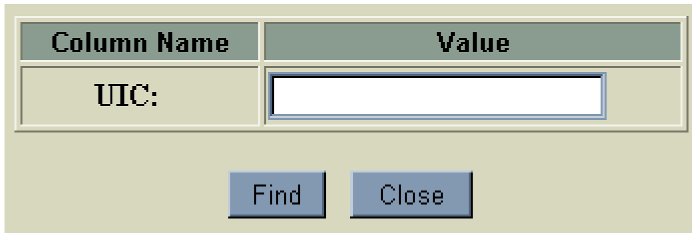


Figure 8.2-38 UIC Search Screen

(1) Enter the complete UIC.

(2) Click the **Find** button.

NOTE: When a UIC is located using the UIC Search, the UIC LOV will display only that UIC until the Refresh button is clicked.

b. Use the list control buttons above the end item list to select a specific LIN (Figure 8.2-39).

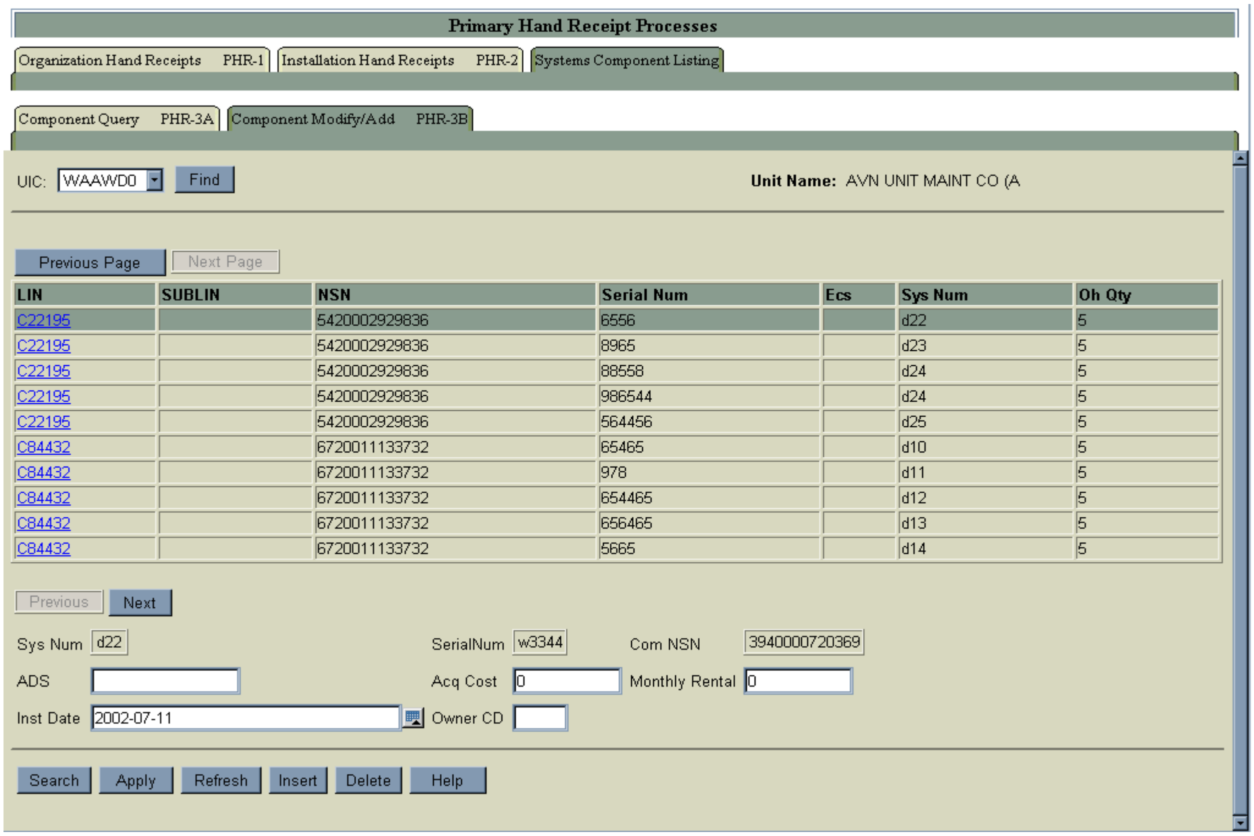


Figure 8.2-39 Primary Hand Receipts Process Screen, Component Modify/Add Tab

Legend for Figure 8.2-39

Field Label	Field Name	Description
ADS	Automated Data System	The code used to identify a STAMIS.
ACQ Cost	Acquisition Cost	The dollar cost at the time of acquisition.
Monthly Rental	Monthly Rental	The dollar cost per month for equipment rent.
INST Date	Installation Date	The date the component was installed.
Owner CD	Owner Code	The code used

c. The first serialized component for the selected LIN appears in the component area.

d. Click the **Next** or **Previous** buttons to scroll through the serialized items.

e. Enter the changes in the appropriate field(s) and click the **Apply** button to save the changes.

8.2.6.3.2 Adding Component Information.

a. From the Component Modify/Add tab, select the **UIC** and specific **LIN** the component is designated for.

b. Click the **Insert** button to open the Add Component Data screen (Figure 8.2-40).

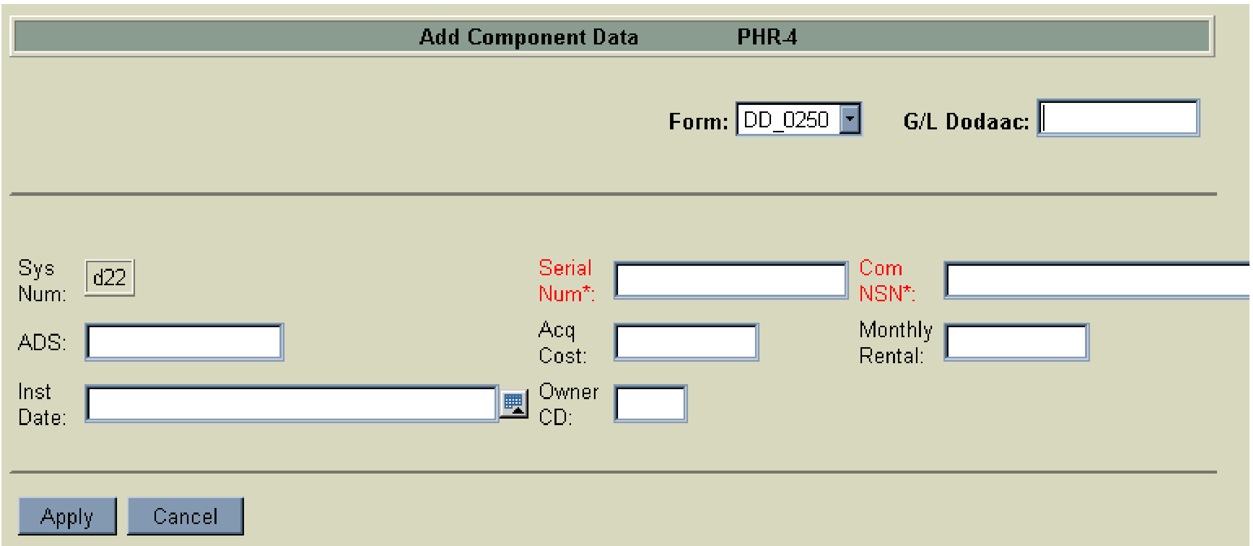


Figure 8.2-40 Add Component Data Screen

Legend for Figure 8.2-40

Field Label	Field Name	Description
G/L DODAAC	Gaining/Losing DODAAC	The DODAAC of the unit that either gains or loses the component.
Serial Num	Serial Number	The unique number used to identify the component. Mandatory.
Com NSN	Component NSN	The National Stock Number of the component. Mandatory.
ADS	Automated Data System	The code used to identify a STAMIS.
Acq Cost	Acquisition Cost	The dollar cost at the time of acquisition.
Monthly Rental	Monthly Rental	The dollar cost per month to rent the item.
Inst Date	Installation Date	The date the component was installed.
Owner CD	Owner Code	The code that identifies whether the item is government owned or leased.

c. Enter the component information in the appropriate fields.

d. Click the **Apply** button to save the changes and close the screen.

8.2.6.3.3 Deleting Component Information.

a. From the Component Modify/Add screen, select the **UIC**, specific **LIN**, and specific component designated for deletion.

b. Click the **Delete** button to display the Delete Component Data screen (Figure 8.2-41).

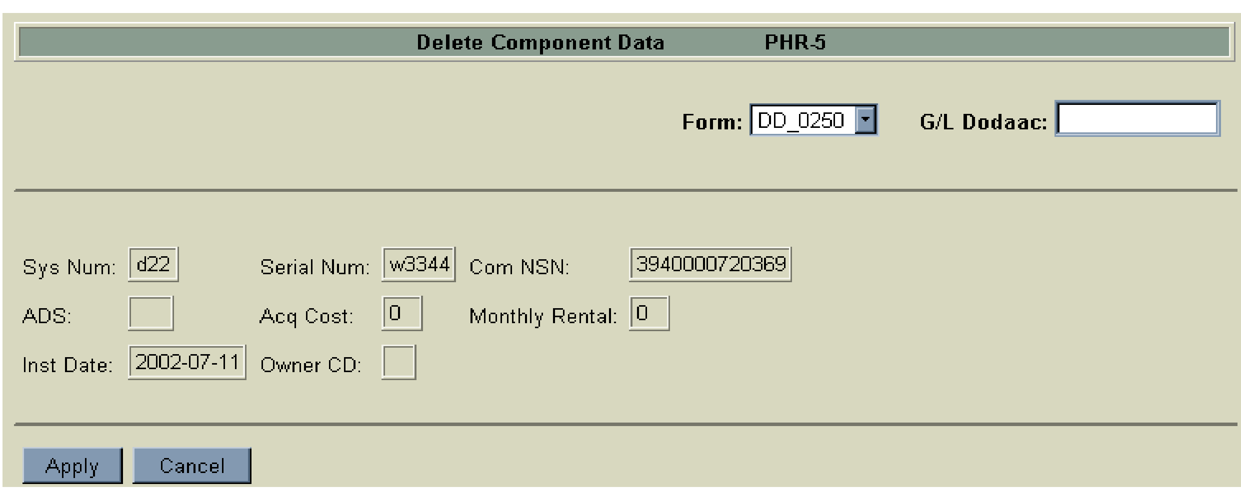


Figure 8.2-41 Delete Component Data Screen

c. Enter the **G/L DODAAC** and click **Apply**.

d. A Delete Confirmation box appears (Figure 8.2-42).

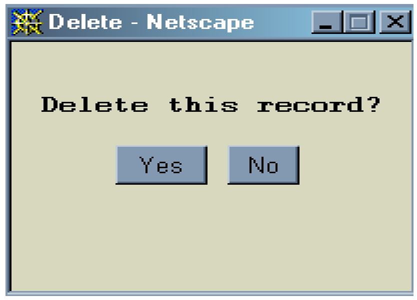


Figure 8.2-42 Delete Confirmation Box

e. Click the **Yes** button to confirm the deletion, or the **No** button to deny the deletion.

f. If **Yes** is selected, the system displays the document number in a dialog box (Figure 8.2-43).

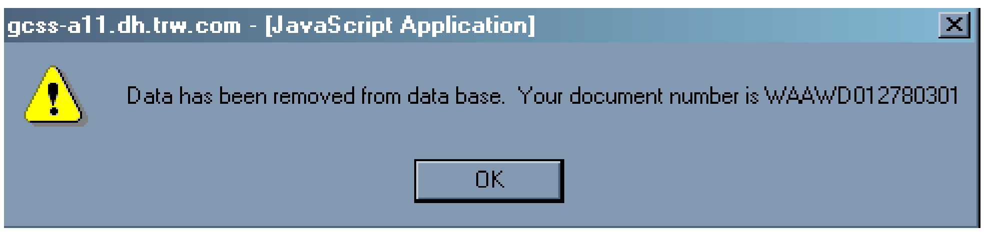


Figure 8.2-43 Document Number Dialog Box

g. Click the **OK** button to apply the changes to the database.

<u>8.2.6.3.4 Component Information Search</u>.

a. Click the **Search** button to display the Component Information Search screen.

b. Select the data element to search by from the **Column Name** LOV (Figure 8.2-44).

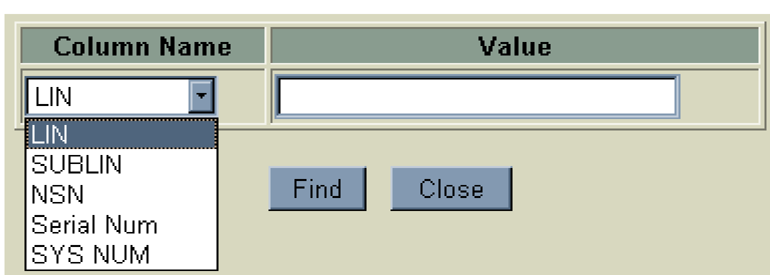


Figure 8.2-44 Component Information Search Screen

c. Enter the **Value** and click the **Find** button.

<u>8.3 Unit Level Hand Receipts</u>. The Unit Level Hand Receipts selection contains four subhand receipt processes, Subhand Receipt (SHR) Holder, Reassign Equipment, Materiel Items, and Component Hand Receipt (CHR). Use these processes to perform unit level transactions.

<u>8.3.1 SHR Holder</u>. Use this process to add, update, and delete subhand receipt holder records, plus print a subhand receipt report. Every unit will have a minimum of one sub.

a. From the **Hand Receipt** menu, click **Unit Level Hand Receipts** to display the **Sub Hand Receipts Processes** screen, **SHR Holder** tab (Figure 8.3-1).

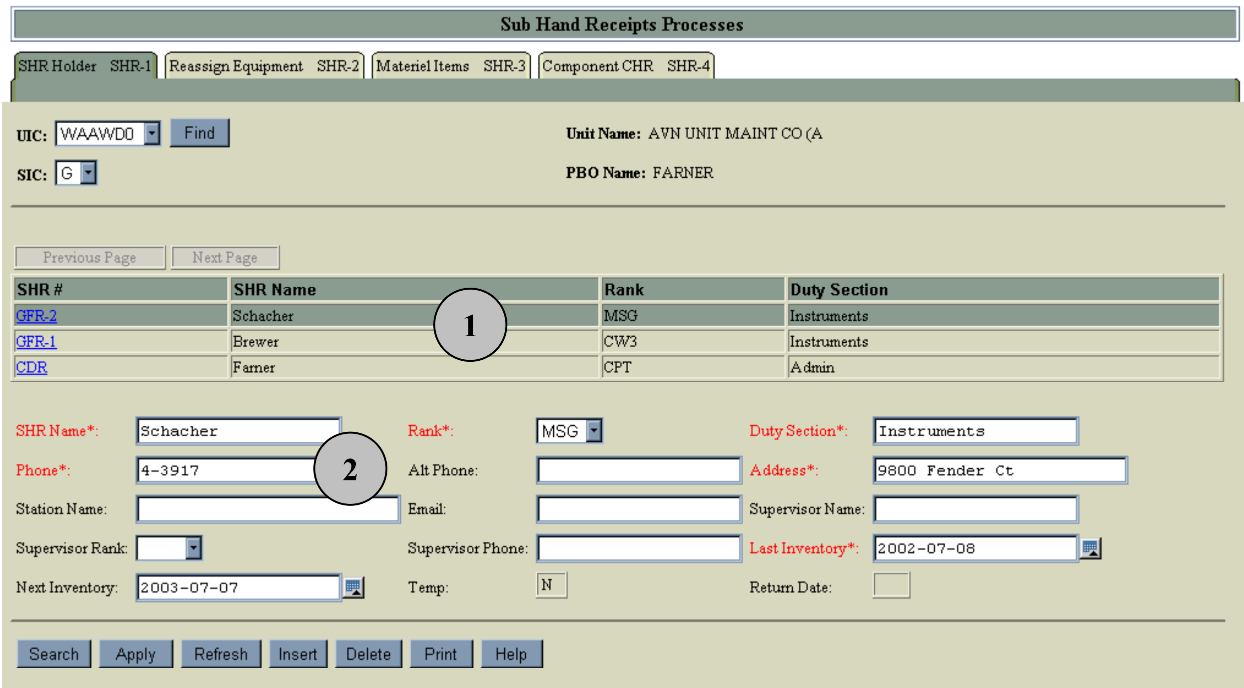


Figure 8.3-1 Sub Hand Receipts Processes Screen, SHR Holder Tab

Legend for Figure 8.3-1

Number	Data Area	Function
1	SHR Holder	Lists general subhand receipt holder information.
2	SHR Holder Detail	Lists detailed subhand receipt holder information.

b. Click the **UIC** LOV and select the desired UIC, or click the **Find** button to display the **UIC** search screen (Figure 8.3-2).

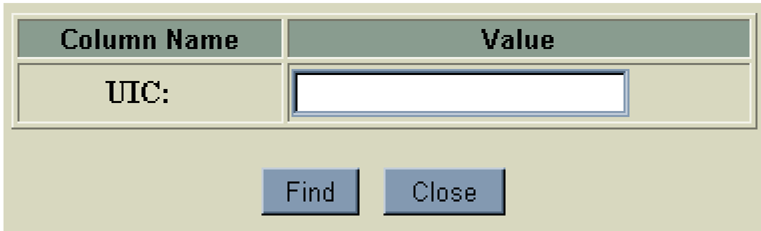


Figure 8.3-2 UIC Search Screen

(1) Enter the complete UIC.

(2) Click the **Find** button.

NOTE: When a UIC is located using the UIC Search, the UIC LOV will display only that UIC until the Refresh button is clicked.

c. Click the **SIC** LOV and select the desired Support Identification Code.

<u>8.3.1.1 Adding a new SHR Holder</u>. Use this function to add subhand receipt holders to the database.

a. Click the **Insert** button to display the **New SHR Holder** screen (Figure 8.3-3).

Figure 8.3-3 New SHR Holder Screen

Legend for Figure 8.3-3

Field Name	Description
SHR#	A locally assigned number used to identify a subhand receipt. Mandatory.
SHR Name	The name of the subhand receipt holder. Mandatory.
Rank	The rank or title of the subhand receipt holder. Mandatory.
Duty Section	The subhand receipt holder's assigned duty section. Mandatory.

Field Name	**Description**
Phone	The telephone number of the subhand receipt holder. Mandatory.
Alt Phone	A secondary telephone number for the subhand receipt holder. Optional.
Address	The local address of the subhand receipt holder's duty section. Mandatory.
Station Name	The location of the subhand receipt holder's duty section. Optional.
Email	The subhand receipt holder's email address. Optional.
Supervisor Name	The subhand receipt holder's supervisor's name. Optional.
Supervisor Rank	The subhand receipt holder's supervisor's rank. Optional.
Supervisor Phone	The subhand receipt holder's supervisor's telephone number. Optional.
Last Inventory	The date of the most recent inventory. Mandatory.
Temp	Indicates whether the subhand receipt is temporary or permanent. Mandatory.

b. Enter the **SHR#** and complete the other fields as desired.

c. Click **Apply** to save the record and close the screen.

d. Click **Cancel** to close the screen without saving the record.

8.3.1.2 Updating an Existing Record. Updates to existing records are performed directly from the SHR Holder tab.

a. Click the **SHR#** to display the sub-hand receipt holder's detail information (Figure 8.3-4).

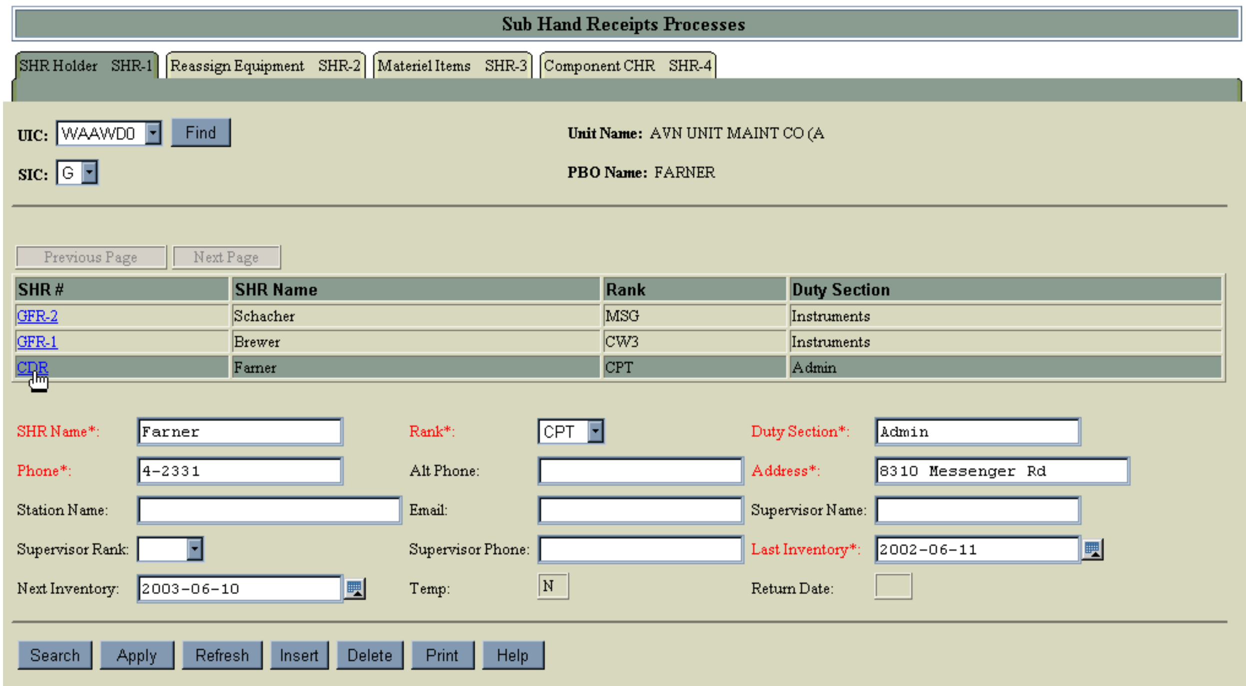


Figure 8.3-4 Sub Hand Receipts Processes Screen, SHR Holder Tab, Detail Information

b. Click in the field in the SHR holder detail area and make the necessary changes.

c. Click **Apply** to save the changes.

d. The screen refreshes automatically and displays the first SHR holder

<u>8.3.1.3 Deleting a Record</u>. Use this function to remove a sub-hand receipt after all materiel items on that hand receipt have been reassigned.

a. Click the **SHR#** to display the sub-hand receipt holder's detail information as shown in figure 8.3-4.

b. Click the **Delete** button.

c. When the **Delete Confirmation** box (Figure 8.3-5) appears, click **Yes** to confirm or **No** to cancel.

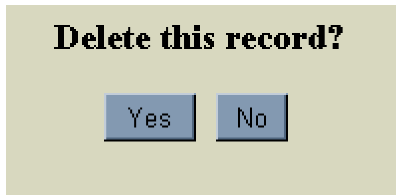


Figure 8.3-5 Delete Confirmation Box

NOTE: The commander's subhand receipt, SHR# CDR, cannot be deleted.

<u>8.3.1.4 Print a Subhand Receipt Holder Report</u>. This report lists information about a selected subhand receipt holder, or all subhand receipt holders, for the selected unit.

a. To print the Subhand Receipt Holder Report for a single subhand receipt holder:

(1) Click the **SHR#**.

(2) Click the **Print** button and a print decision box appears (Figure 8.3-6).

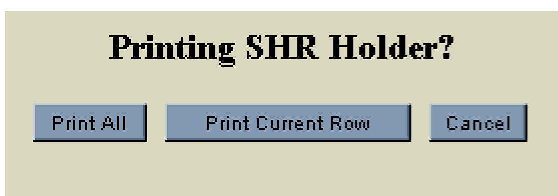


Figure 8.3-6 Print Decision Box

(3) Click **Print Current Row** to display an Excel screen.

(4) For further information about printing with Excel, see section 4.

b. To print the Subhand Receipt Holder Report for all subhand receipt holders:

(1) Click the **Print** button and a print decision box appears (Figure 8.3-6).

(2) Click **Print All** to display an Excel screen.

(3) For further information about printing with Excel, see section 4.

8.3.1.5 Subhand Receipt Search. Use this function to locate a specific hand receipt for the selected unit.

a. Click the **Search** button to display the **SHR Holder** search screen (Figure 8.3-7).

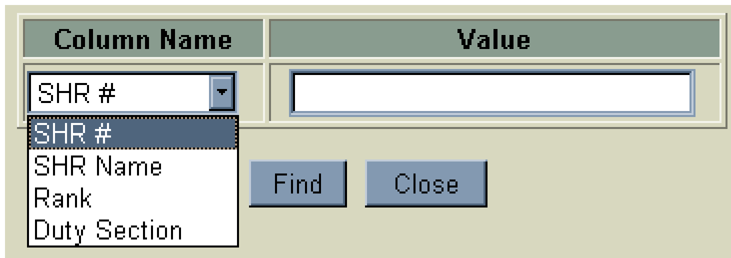


Figure 8.3-7 SHR Holder Search Screen

b. Select the data element to search by from the **Column Name** LOV.

c. Enter the **Value** and click the **Find** button.

8.3.2 Reassign Equipment. Use this process to transfer property from one subhand receipt holder to another subhand receipt holder within the same unit.

a. From the **Sub Hand Receipts Processes** screen, click **Reassign Equipment** to display the **Reassign Equipment** tab (Figure 8.3-8).

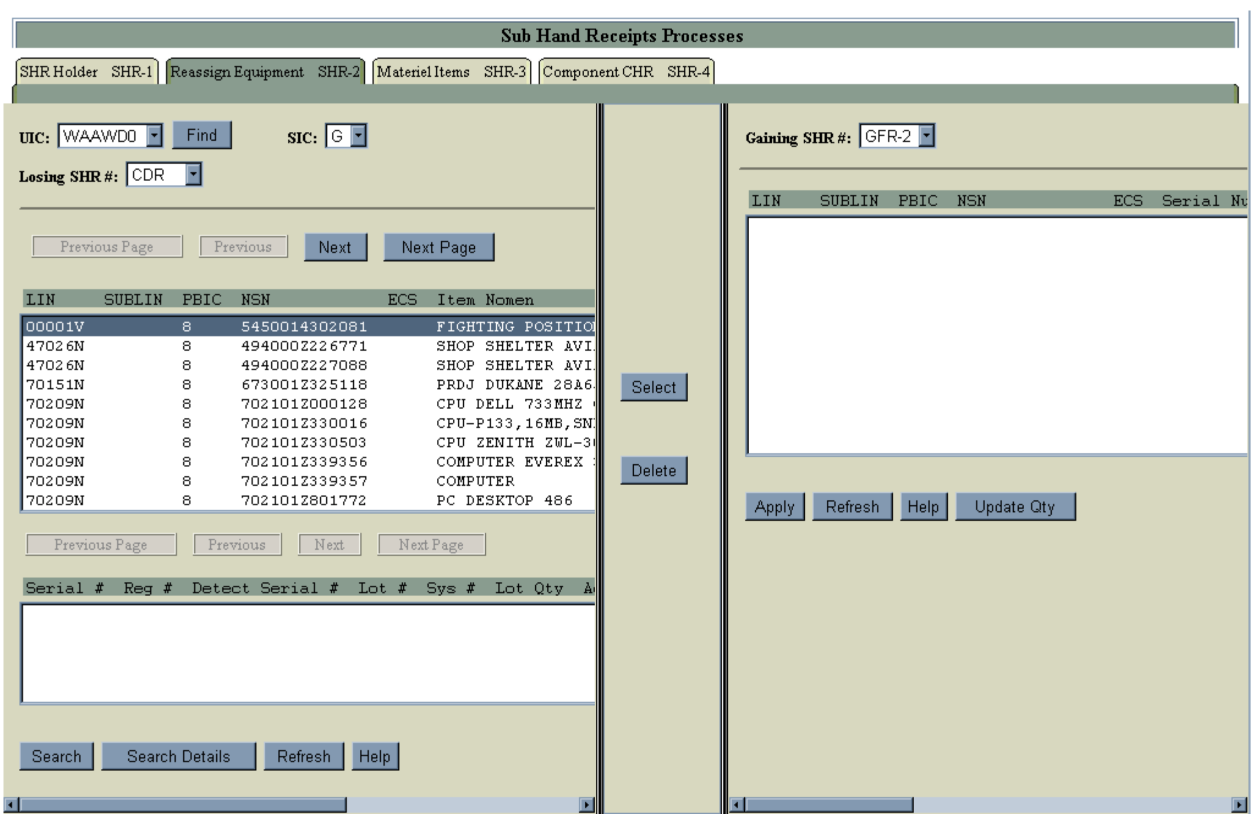


Figure 8.3-8 Sub Hand Receipts Processes Screen, Reassign Equipment Tab

b. The **Reassign Equipment** tab is divided into data three sections (Figure 8.3-9).

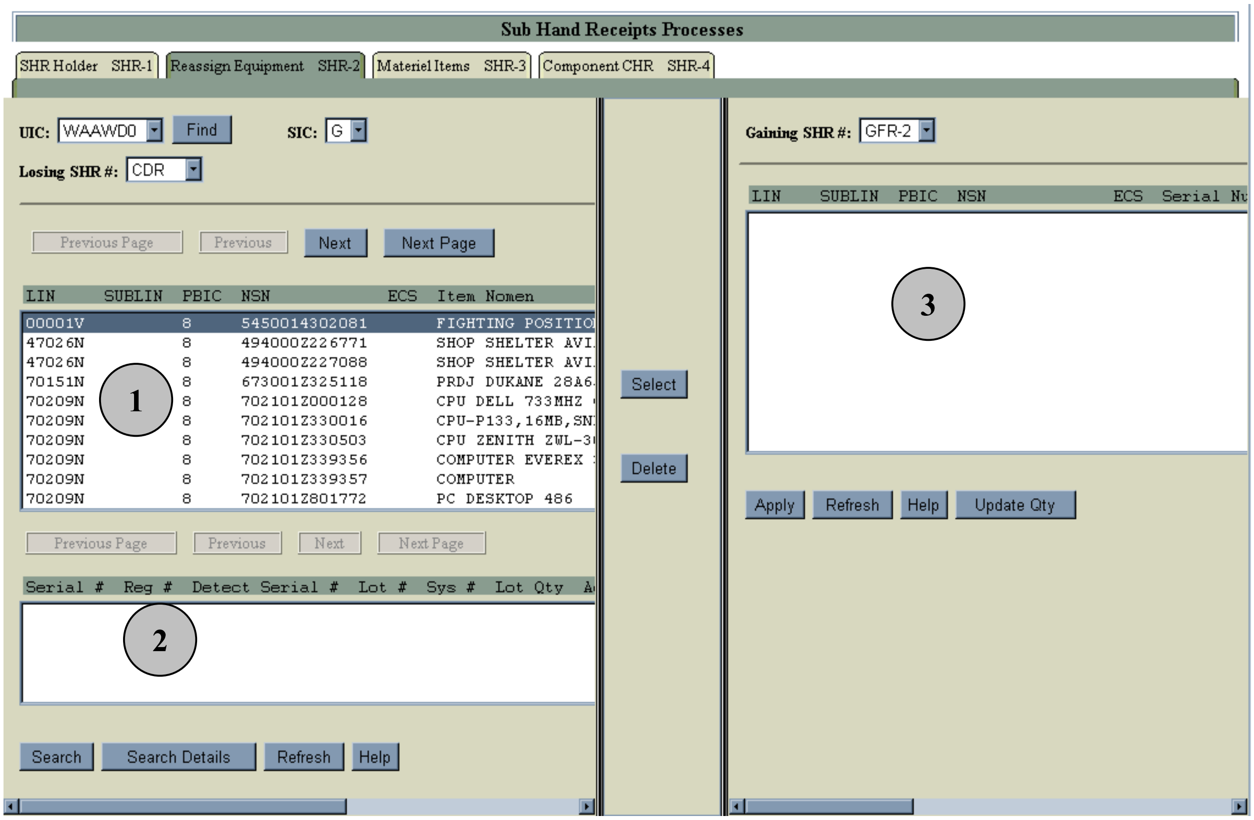


Figure 8.3-9 Sub Hand Receipts Processes Screen, Reassign Equipment Tab

Legend for Figure 8.3-9

Number	Data Area	Function
1	LIN	Lists the Line Item Numbers belonging to the selected unit.
2	LIN Detail	Details the items associated with the selected LIN.
3	Selection	Lists the individual items selected for transfer.

c. Click the **UIC** LOV and select the UIC.

d. Click the **SIC** LOV and select the SIC.

e. Click the **Losing SHR#** LOV and select a subhand receipt.

f. Click the **Gaining SHR#** LOV and select a different subhand receipt.

g. Click the row in the LIN area.

h. If data appear in the LIN Detail area, click the specific item.

i. Click the **Select** button to add the item to the Selection list (Figure 8.3-10).

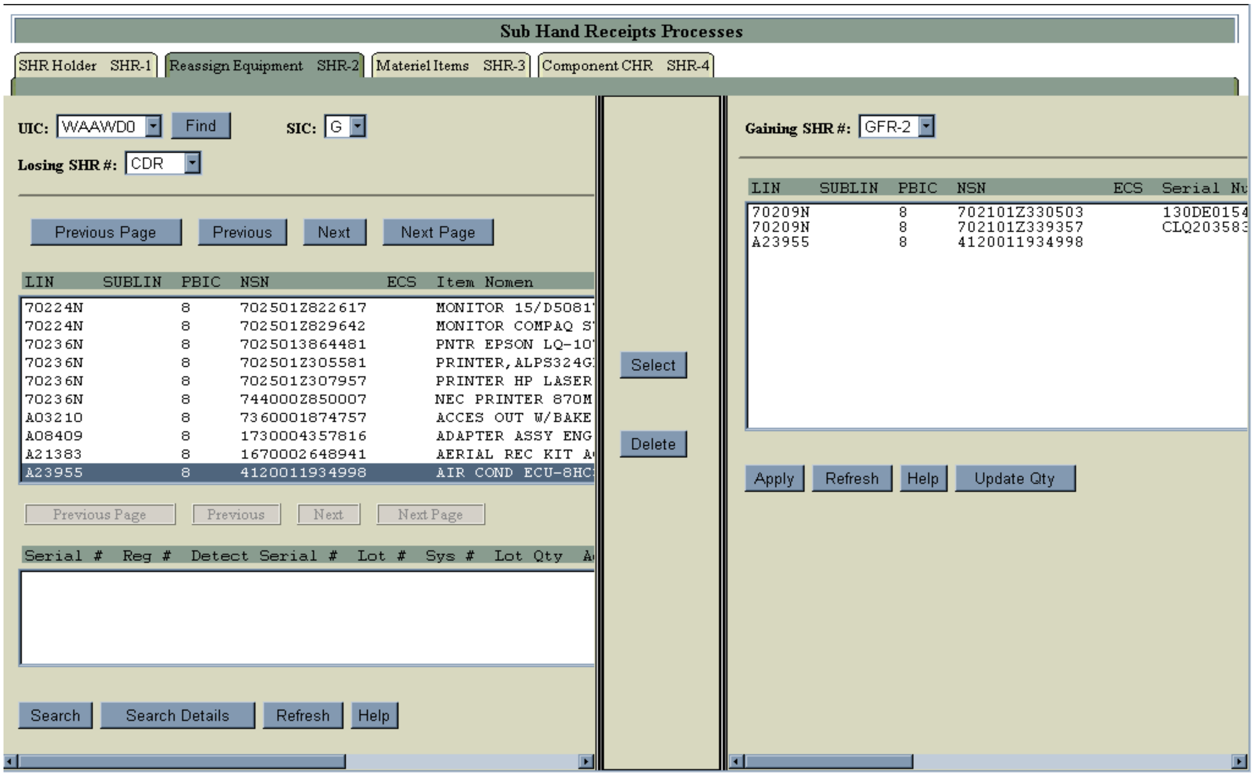


Figure 8.3-10 Sub Hand Receipt Processes Screen, Reassign Equipment Tab, Items Selected

j. If any of the selected items have a quantity greater than one and only a portion of the quantity is being transferred, click the **Update Qty** button to display the **Update Gaining Quantity** screen (Figure 8.3-11).

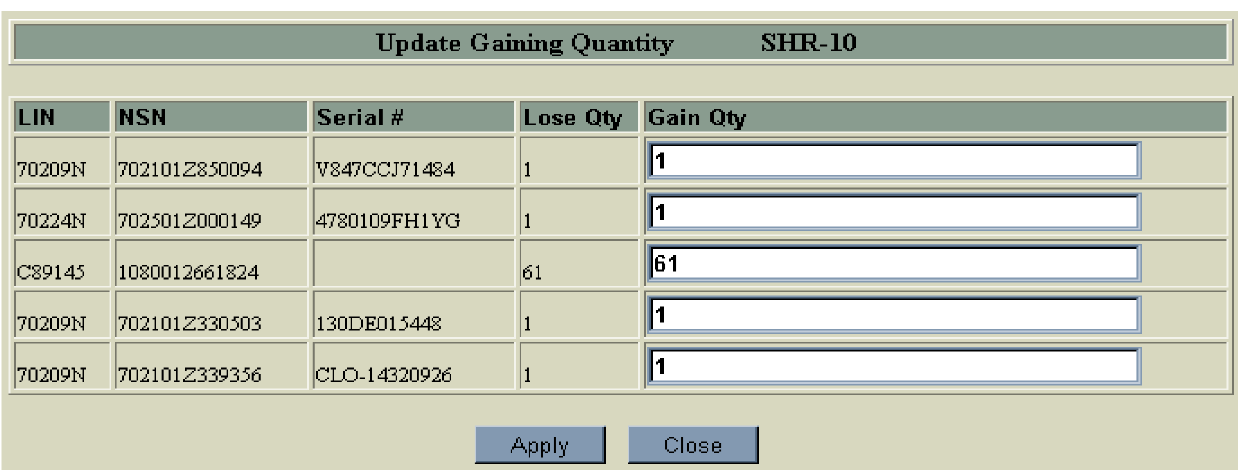


Figure 8.3-11 Update Gaining Quantity Screen

k. Enter the **Gain QTY** for item and click **Apply**.

NOTE: If the Lose QTY equals one, the Gain QTY cannot be updated.

l. To remove records from the selection list:

(1) Click the item to be removed.

(2) Click the **Delete** button.

m. When the selection list is complete, click the **Apply** button.

n. After the changes are saved, a decision box appears (Figure 8.3-12).

Figure 8.3-12 Decision Box

o. Click **Generate Fed Form** to print a subhand receipt, or click **Close** to exit

p. To search the database for specific items:

(1) Click the **Search** button to display the **Subhand Receipt Search** screen (Figure 8.3-13).

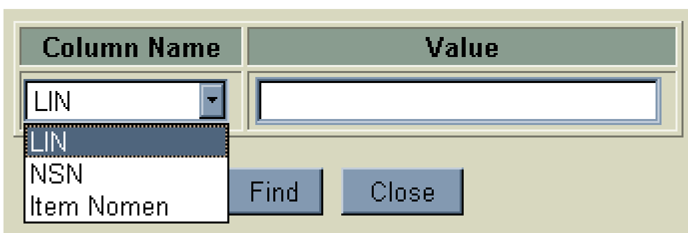


Figure 8.3-13 Subhand Receipt Search Screen

(2) Click the **Search Detail** button to display the **Subhand Receipt Asset Detail Search** screen (Figure 8.3-14).

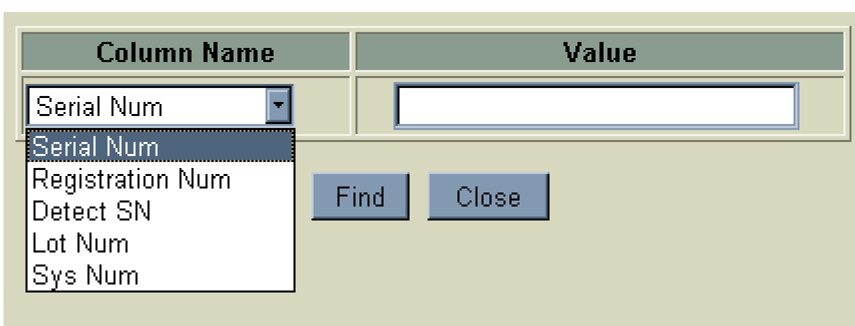


Figure 8.3-14 Subhand Receipt Detail Search Screen

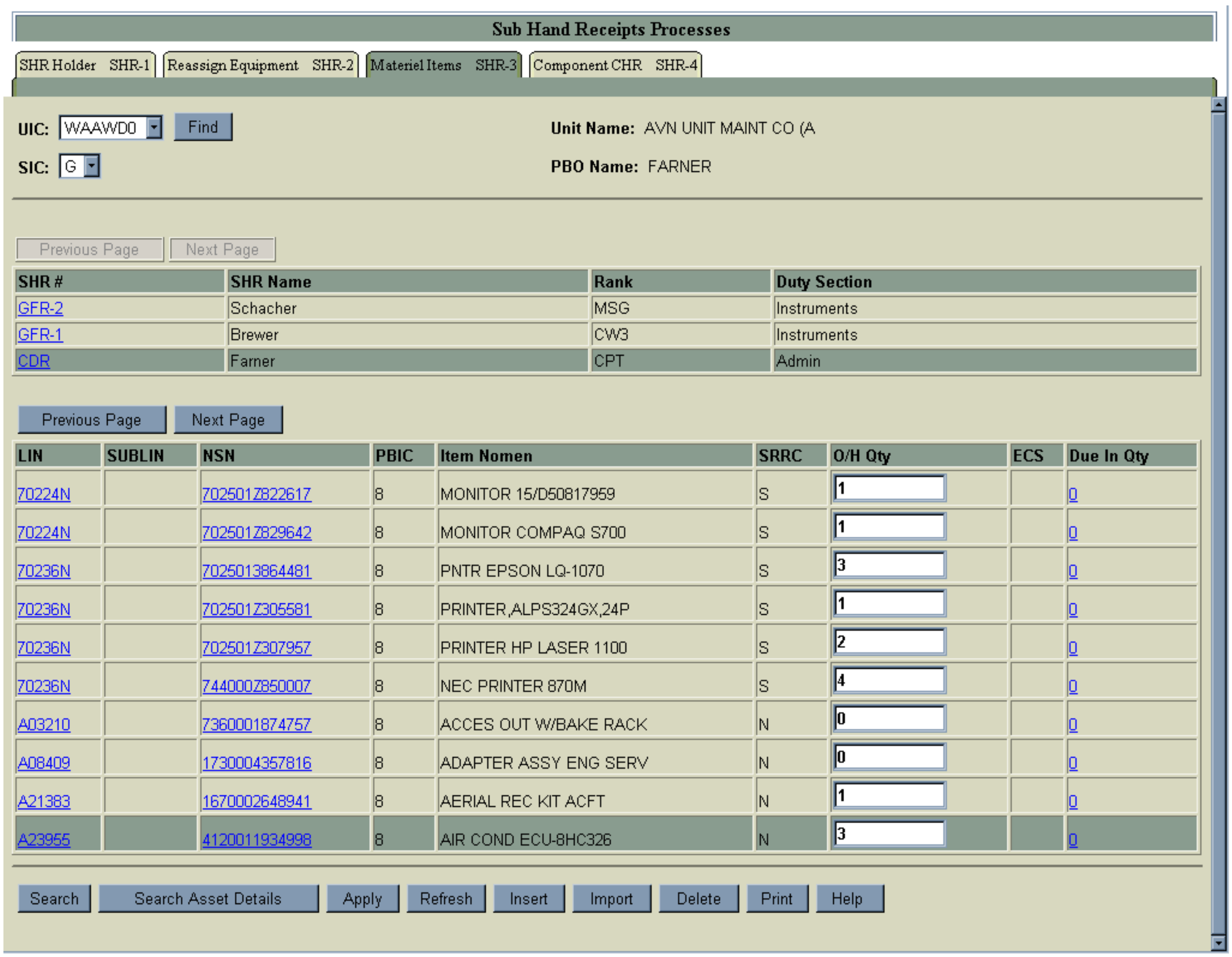
(3) Select the data element to search by from the **Column Name** LOV.

(4) Enter the **Value** and click the **Find** button.

(5) Click **Close** to exit the search screen.

8.3.3 Materiel Items. Use this process to add, modify, delete and import subhand receipt materiel item records.

a. From the **Sub Hand Receipts Processes** screen, click **Materiel Items** to display the **Materiel Items** tab (Figure 8.3-15).



Sub Hand Receipts Processes

SHR Holder SHR-1 | Reassign Equipment SHR-2 | Materiel Items SHR-3 | Component CHR SHR-4

UIC: WAAWD0 Find   Unit Name: AVN UNIT MAINT CO (A

SIC: G   PBO Name: FARNER

Previous Page | Next Page

SHR #	SHR Name	Rank	Duty Section
GFR-2	Schacher	MSG	Instruments
GFR-1	Brewer	CW3	Instruments
CDR	Farner	CPT	Admin

Previous Page | Next Page

LIN	SUBLIN	NSN	PBIC	Item Nomen	SRRC	O/H Qty	ECS	Due In Qty
70224N		7025017822617	8	MONITOR 15/D50817959	S	1		0
70224N		7025017829642	8	MONITOR COMPAQ S700	S	1		0
70236N		7025013864481	8	PNTR EPSON LQ-1070	S	3		0
70236N		7025017305581	8	PRINTER,ALPS324GX,24P	S	1		0
70236N		7025017307957	8	PRINTER HP LASER 1100	S	2		0
70236N		7440007850007	8	NEC PRINTER 870M	S	4		0
A03210		7360001874757	8	ACCES OUT W/BAKE RACK	N	0		0
A08409		1730004357816	8	ADAPTER ASSY ENG SERV	N	0		0
A21383		1670002648941	8	AERIAL REC KIT ACFT	N	1		0
A23955		4120011934998	8	AIR COND ECU-8HC326	N	3		0

Search | Search Asset Details | Apply | Refresh | Insert | Import | Delete | Print | Help

Figure 8.3-15 Sub Hand Receipts Processes Materiel Items Tab, Commander

b. Click the **UIC** LOV and select the desired UIC, or click the **Find** button to display the **UIC** search screen (Figure 8.3-16).

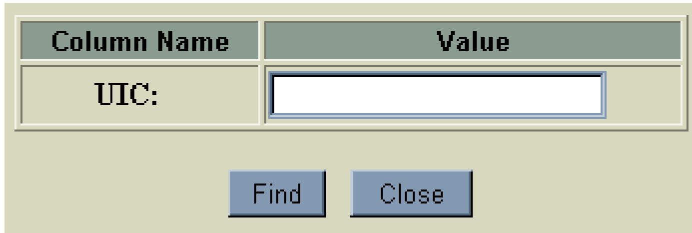


Figure 8.3-16 UIC Search Screen

(1) Enter the complete UIC.

(2) Click the **Find** button.

NOTE: When a UIC is located using the UIC Search, the UIC LOV will display only that UIC until the Refresh button is clicked.

c. Click the **SIC** LOV and select the SIC.

d. Click the **SHR#** for the appropriate subhand receipt.

NOTE: The appearance of this screen changes depending upon the subhand receipt selected. Figure 8.3-15 shows the screen when the commander's (CDR) subhand receipt is selected. Figure 8.3-17 shows the screen when another subhand receipt is selected.

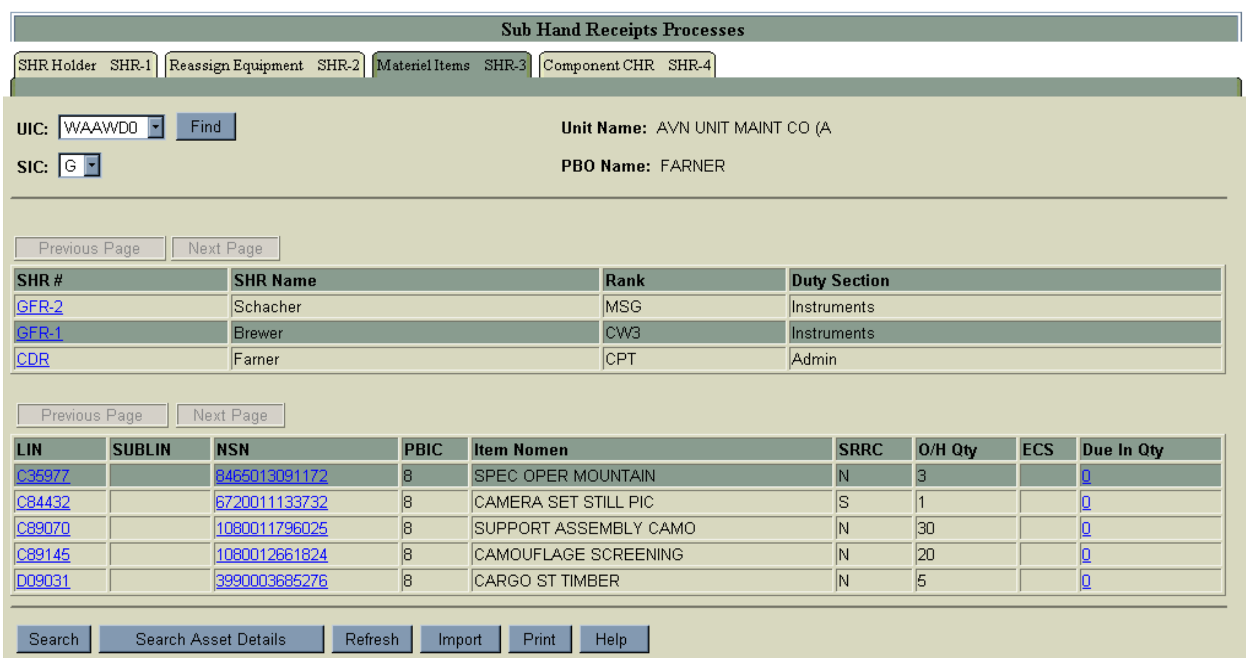


Figure 8.3-17 Sub Hand Receipts Processes, Materiel Items Tab, Non-Commander

NOTE: Since the functionality of the commander's subhand receipt is inclusive of the functionality of the non-commander's subhand receipt, only the commander's subhand receipt will be discussed.

8.3.3.1 View/Update an Authorization. Use this feature to view and change the authorization information for a particular LIN listed under the selected subhand receipt.

a. Click the **LIN** to select an item and display the **View/Update Authorization** screen (Figure 8.3-18).

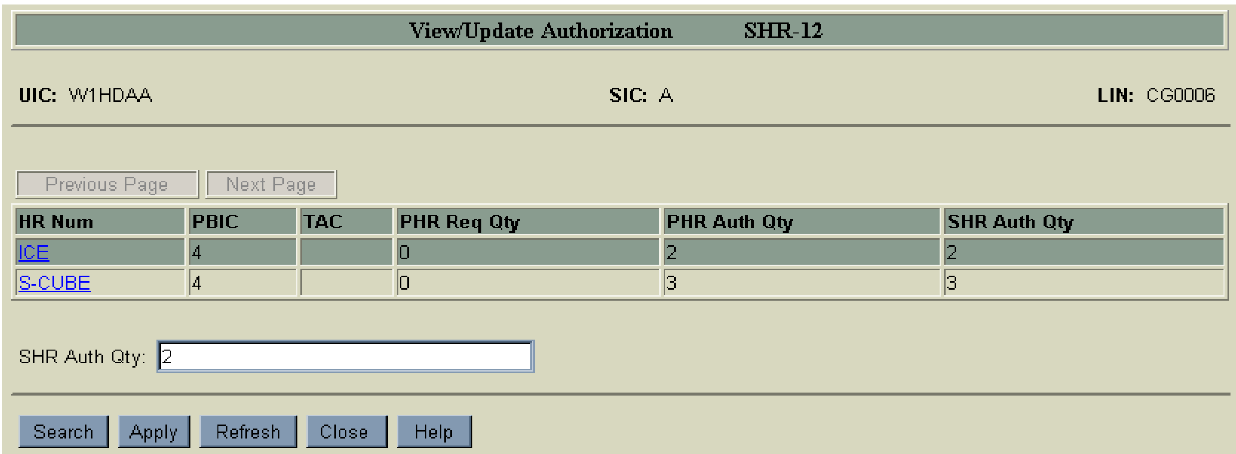


Figure 8.3-18 View/Update Authorization Screen

b. Click the **HR NUM** to highlight the row.

c. To change the authorized quantity:

(1) Enter the new authorized quantity in the **SHR Auth Qty** field.

(2) Click the **Apply** button.

(3) Click the **OK** button on the dialog box.

d. To search the displayed data:

(1) Click the **Search** button to display the **View/Update Authorization Search** screen (Figure 8.3-19).

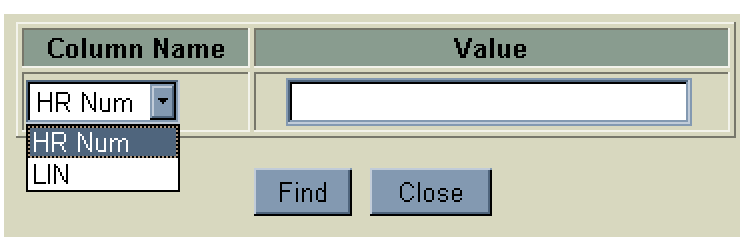


Figure 8.3-19 View/Update Authorization Search Screen

(2) Select the data element to search by from the **Column Name** LOV.

(3) Enter the **Value** and click the **Find** button.

(4) Click **Close** to exit the search screen.

NOTE: For further assistance with searches, see section 4.

e. Click **Close** to exit.

<u>8.3.3.2 Maintain Serial/Registration/Lot Numbered Items</u>. Use this function to add serial, registration, and lot numbers, and to delete serial numbers, associated to a hand receipt item.

a. Click the **NSN** to display the **Serial No/Registration No/Lot No** screen (Figure 8.3-20).

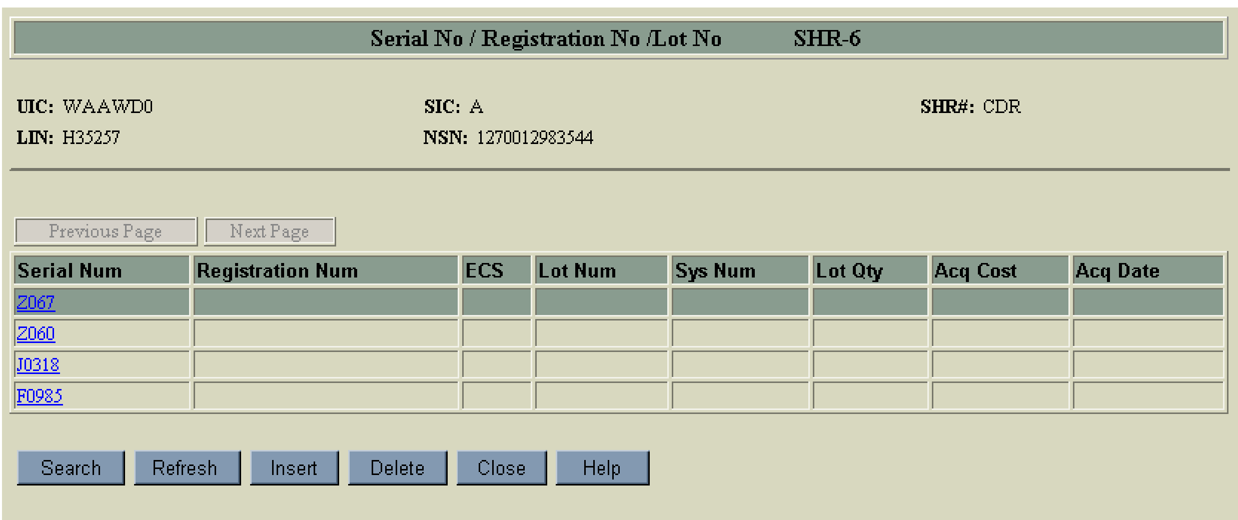


Figure 8.3-20 Serial No/Registration No/Lot No Screen

b. To add a new record:

(1) Click **Insert** to display the **Add Serial No/Registration No/Lot No** screen (Figure 8.3-21).

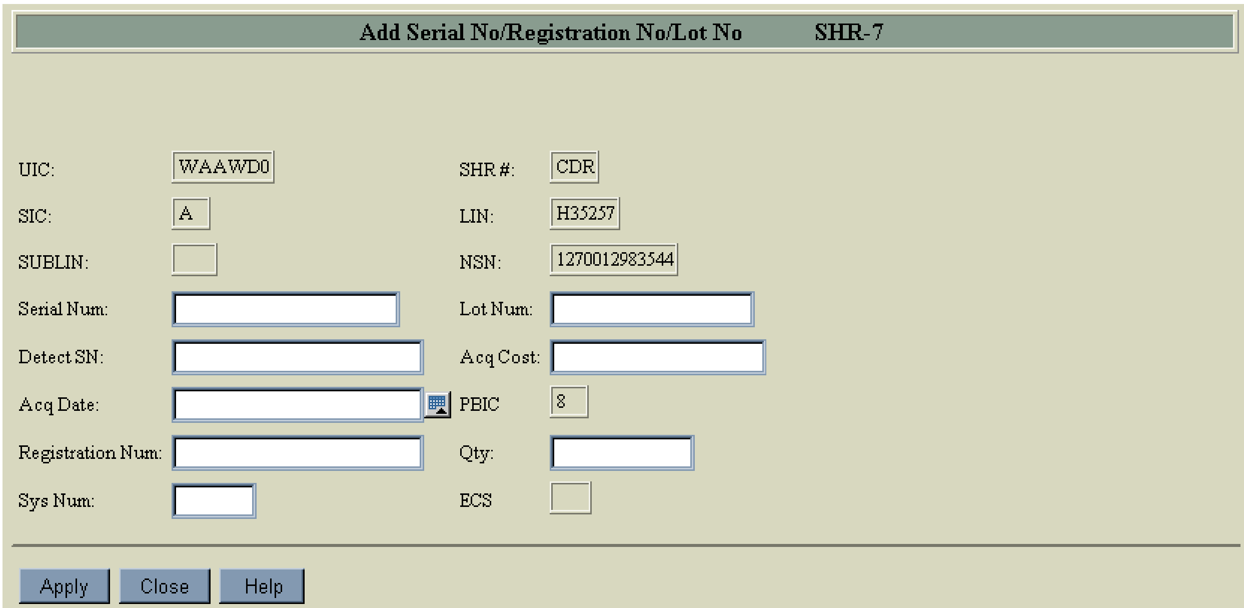


Figure 8.3-21 Add Serial No/Registration No/Lot No Screen

Legend for Figure 8.3-21

Field Name	**Description**
Serial Num	The serial number of the item. Optional.
Lot Num	The lot number of the item. Optional.
Detect SN	The detector serial number of the item. Optional.
Acq Cost	The acquisition cost of the item. Optional.
Acq Date	The acquisition date for the item. Optional.
Registration Num	The registration number of the item. Optional.
Qty	The lot quantity of the item. Mandatory, must be 1 or greater.
Sys Num	The system number of the item. Optional.

(2) Enter the appropriate data and click **Apply**.

(3) Click **Close** to exit.

c. To delete a record:

(1) Click the **Serial Num** to be deleted.

(2) Click **Delete**.

(3) Click **Yes** on the **Delete Confirmation** box.

d. To search the displayed data:

(1) Click **Search** to display the **Serial No/Registration No/Lot No Search** screen (Figure 8.3-22).

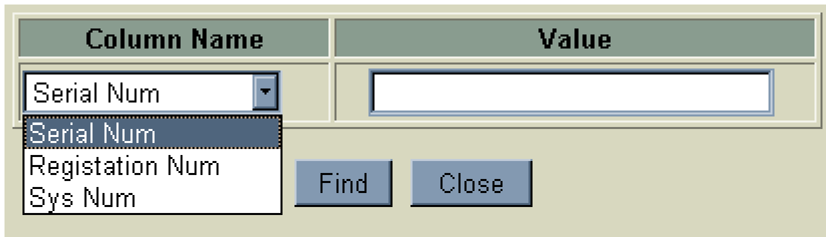


Figure 8.3-22 Serial No/Registration No/Lot No Search Screen

(2) Select the data element to search by from the **Column Name** LOV.

(3) Enter the **Value** and click the **Find** button.

(4) Click **Close** to exit the search screen.

NOTE: For further assistance with searches, see section 4.

8.3.3.3 Update the On Hand Quantity. Use this feature to increase or decrease the on hand quantity of an item from the commander's hand receipt.

a. Click in the **O/H QTY** field and delete the current quantity.

b. Enter the new quantity and click the **Apply** button.

<u>8.3.3.4 View Due In Status</u>. Use this feature to check the status of due in documents for the selected hand receipt.

a. Click the **DI QTY** to display the Due-In Status screen (Figure 8.3-23).

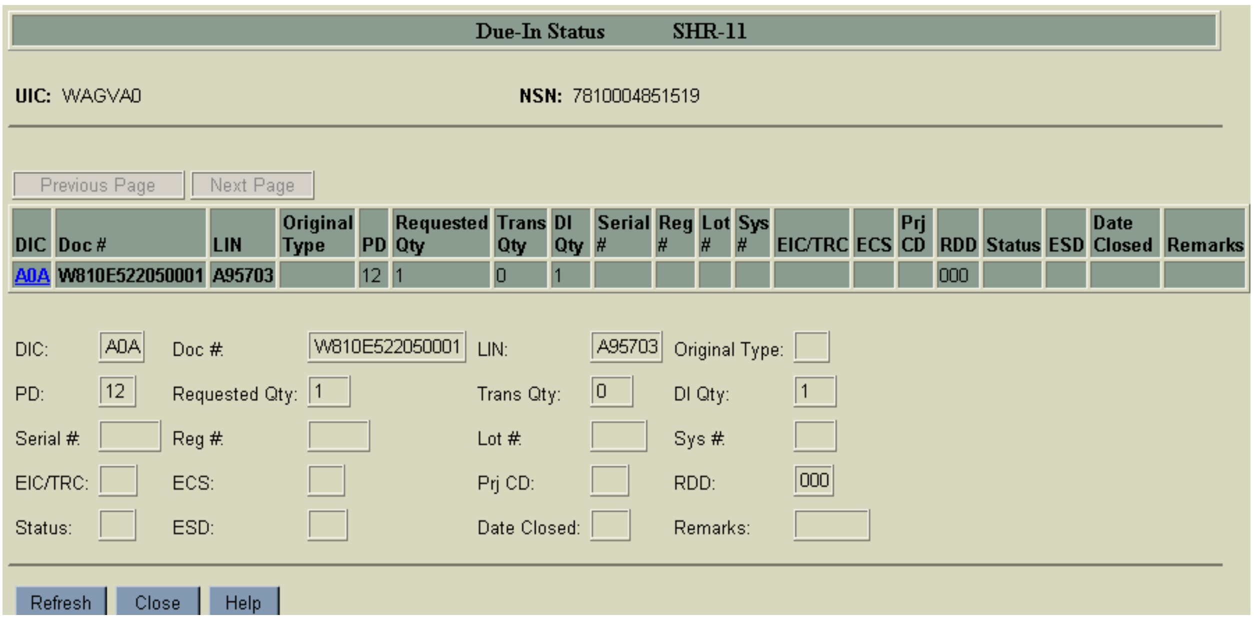


Figure 8.3-23 Due-In Status Screen

b. Click the **DIC** of the record to be displayed.

c. Click **Close** to exit.

8.3.3.5 Add a LIN to the Subhand Receipt. Use this function to add new LINs to the commander's hand receipt.

a. Click the **Insert** button to display the **New Materiel Item** screen (Figure 8.3-24).

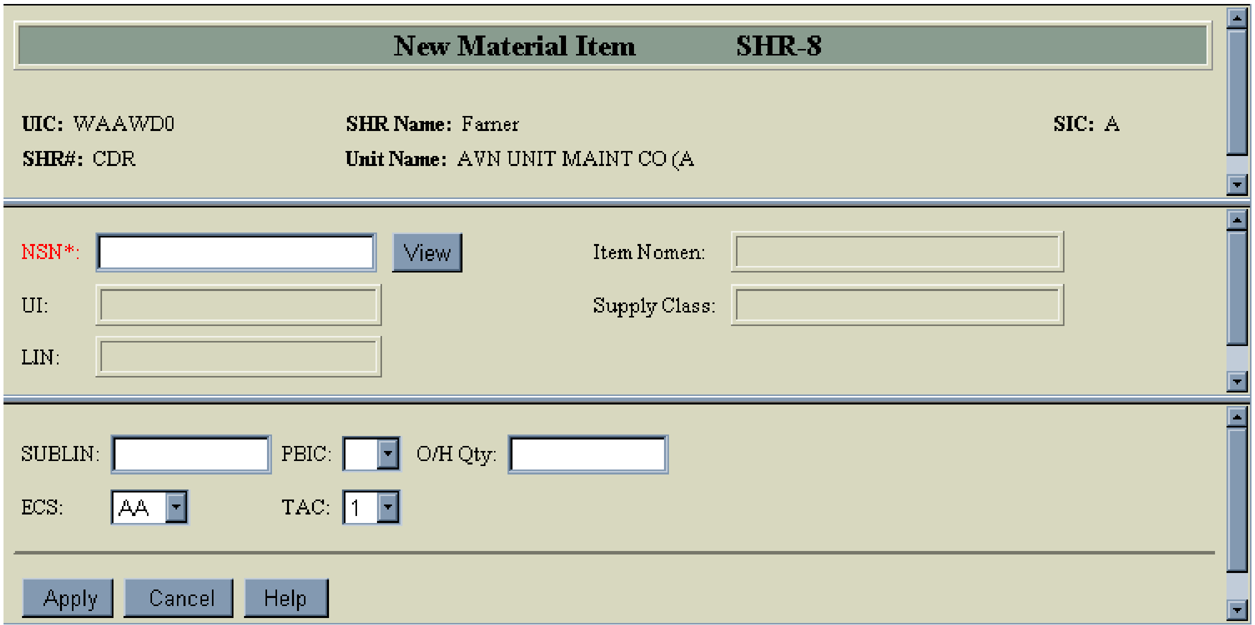


Figure 8.3-24 New Materiel Item Screen

Legend for Figure 8.3-24

Field Name	Description
NSN	The stock number to be added. Mandatory.
SUBLIN	The substitute LIN for the stock number entered. Optional.
PBIC	The PBIC for the stock number entered. Optional.
O/H QTY	The on hand quantity for the stock number entered. Optional.
ECS	The Equipment Concentration Site code where the item is stored. Mandatory.
TAC	The Terminal Access Code for the item. Mandatory.

b. Enter the **NSN** and click the **View** button to retrieve the materiel item's details.

c. Enter the any additional data in the appropriate fields and click **Apply**.

d. Click **Cancel** to exit.

8.3.3.6 Import a file from the PBO. Use this function to import hand receipt files from the Property Book Office to the commander's hand receipt.

a. Click the **Import** button to display the **Subhand Receipt Import** screen (Figure 8.3-25).

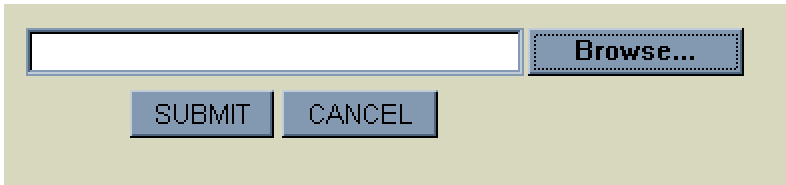


Figure 8.3-25 Subhand Receipt Import Screen

b. Enter the path of the **ALV09PDP** import file, or click **Browse** to search for the file.

(1) If the **Browse** button is clicked, the **File Upload** screen is displayed (Figure 8.3-26).

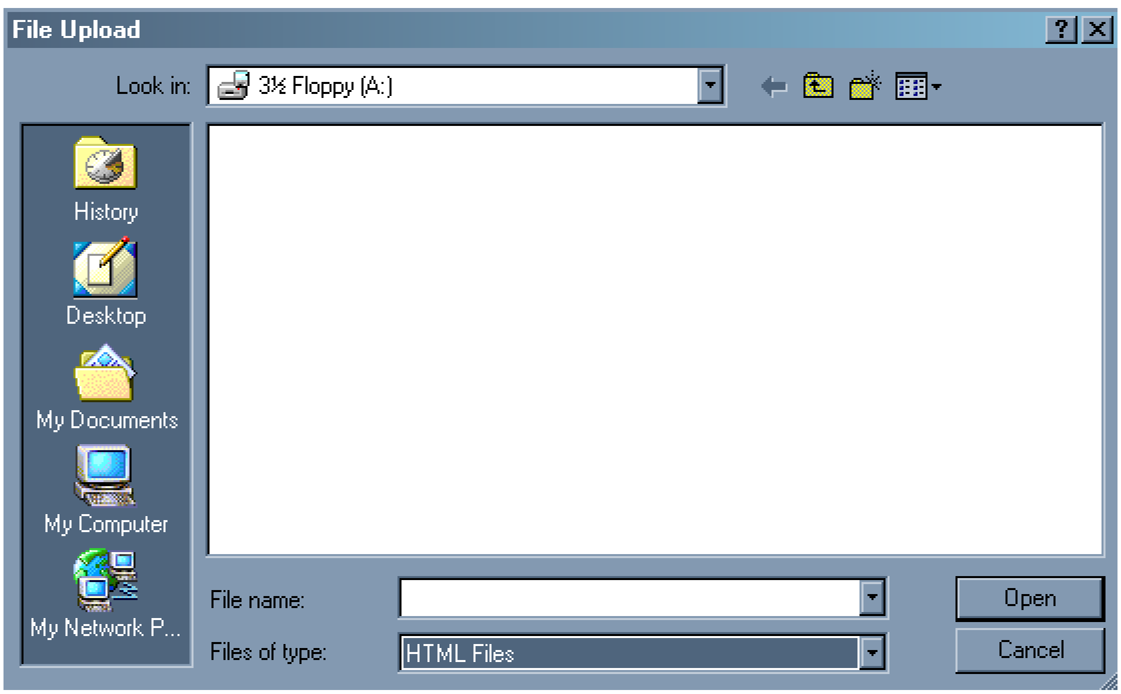


Figure 8.3-26 File Upload Screen

(2) Click the **Files of type:** LOV and select **All Files (*.*)**.

(3) Click the **Look in:** LOV to locate the disk or folder containing the **ALV09PDP** file.

(4) Click the file name and click the **Open** button to return to the Subhand Receipt Import screen.

c. After the Subhand Receipt Import screen is populated (Figure 8.3-27), click **Submit**.

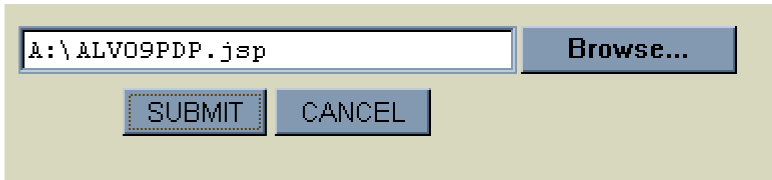


Figure 8.3-27 Subhand Receipt Import Screen, Populated

8.3.3.7 Delete a LIN from the Subhand Receipt. Use this function to remove user created records from the commander's hand receipt.

a. Click the LIN of the record to be deleted.

b. The **View/Update Authorizations** screen will appear. When it does, close it.

c. Click the **Delete** button.

d. When the **Delete Confirmation** box (Figure 8.3-28) appears, click **Yes**.

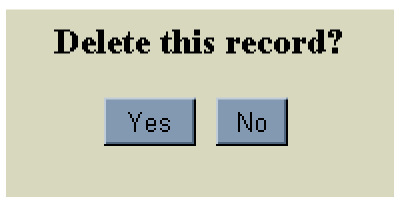


Figure 8.3-28 Delete Confirmation Box

8.3.3.8 Print a Unit Level Hand Receipt. Use this function to print the Unit Level Hand Receipt Report for the selected hand receipt.

a. Click the **Print** button to display the **Excel** screen.

b. For further information about printing with Excel, see section 4.

8.3.3.9 Search the Subhand Receipt. Use these functions to locate specific records within the selected hand receipt.

a. Click the **Search** button to display the **Materiel Items Search** screen (Figure 8.3-29).

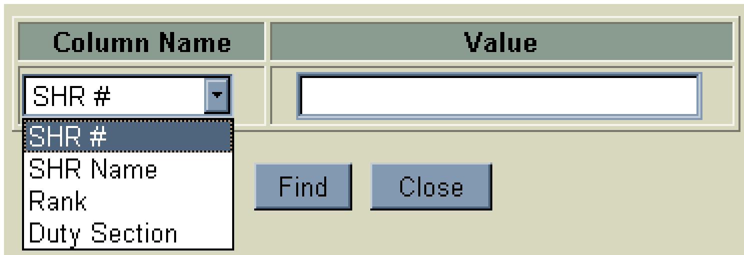


Figure 8.3-29 Materiel Items Search Screen

b. Click the **Search Asset Detail** button to display the **Materiel Items Asset Detail Search** screen (Figure 8.3-30).

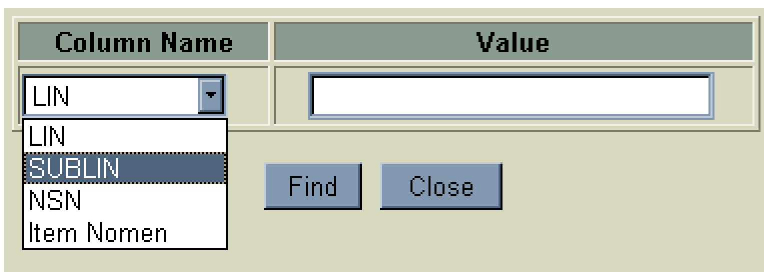


Figure 8.3-30 Materiel Items Asset Detail Search Screen

c. Select the data element to search by from the **Column Name** LOV.

d. Enter the **Value** and then click the **Find** button.

e. Click **Close** to exit the screen.

NOTE: For further assistance with searches, see section 4.

8.3.4 Component CHR.

a. From the **Sub Hand Receipts Processes** screen, click **Component CHR** to display the **Component CHR** tab (Figure 8.3-31).

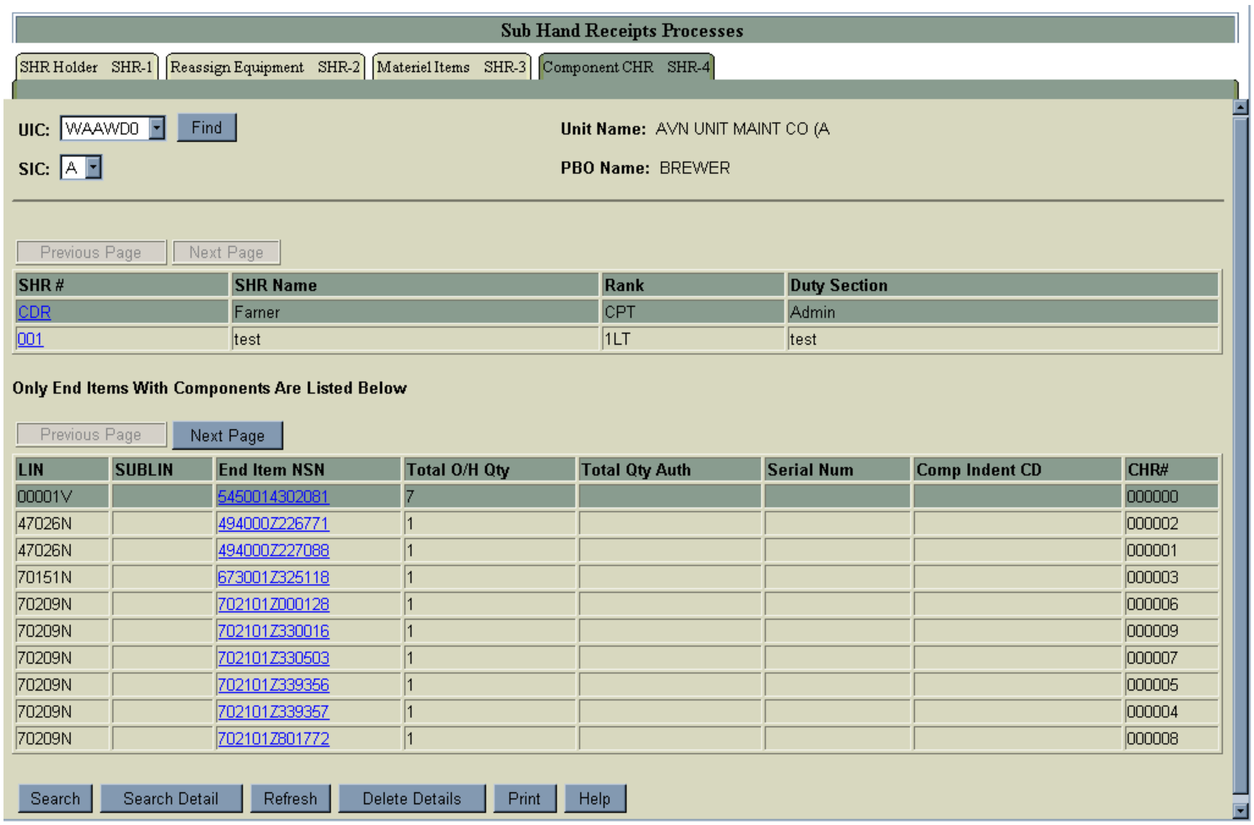


Figure 8.3-31 Sub Hand Receipt Processes Screen, Component CHR Tab

b. Click the **UIC** LOV and select the desired UIC, or click the **Find** button to display the **UIC** search screen (Figure 8.3-32).

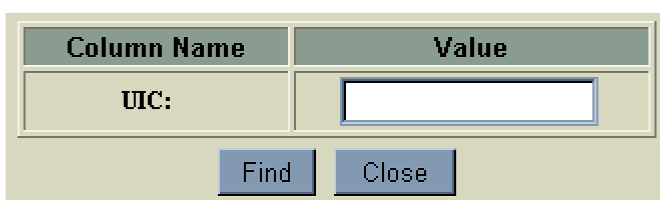


Figure 8.3-32 UIC Search Screen

(1) Enter the complete UIC.

(2) Click the **Find** button.

NOTE: When a UIC is located using the UIC Search, the UIC LOV will display only that UIC until the Refresh button is clicked.

c. Click the **SIC** LOV and select the SIC.

d. Click the **SHR#** for the appropriate subhand receipt.

8.3.4.1 Print a Component Sub-Hand Receipt Report.

a. Click the **Print** button to display the **Print Decision** box (Figure 8.3-33).

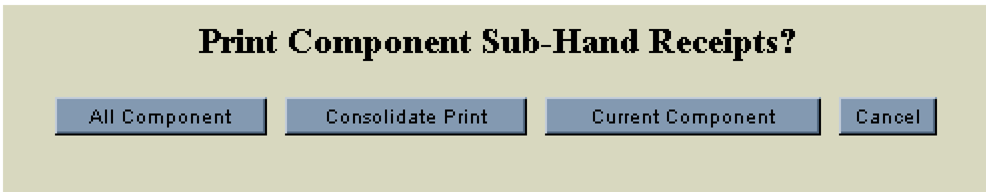


Figure 8.3-33 Print Decision Box

b. Click **All Component** to print every component hand receipt for the subhand receipt holder.

c. Click **Consolidate Print** to print a consolidated component hand receipt for each type of end item on the subhand receipt.

d. Click **Current Component** to get all components related to the currently selected end item.

e. After selecting the type of report to print, an Excel screen appears.

f. Click the **Print** icon on the toolbar to print the report.

8.3.4.2 Modify Component. Use this feature to change the on hand quantity of the components and subcomponents associated with a selected end item and to print a Component Sub-hand Receipt.

a. Click the **End Item NSN** to display the **Component Modify** screen (Figure 8.3-34).

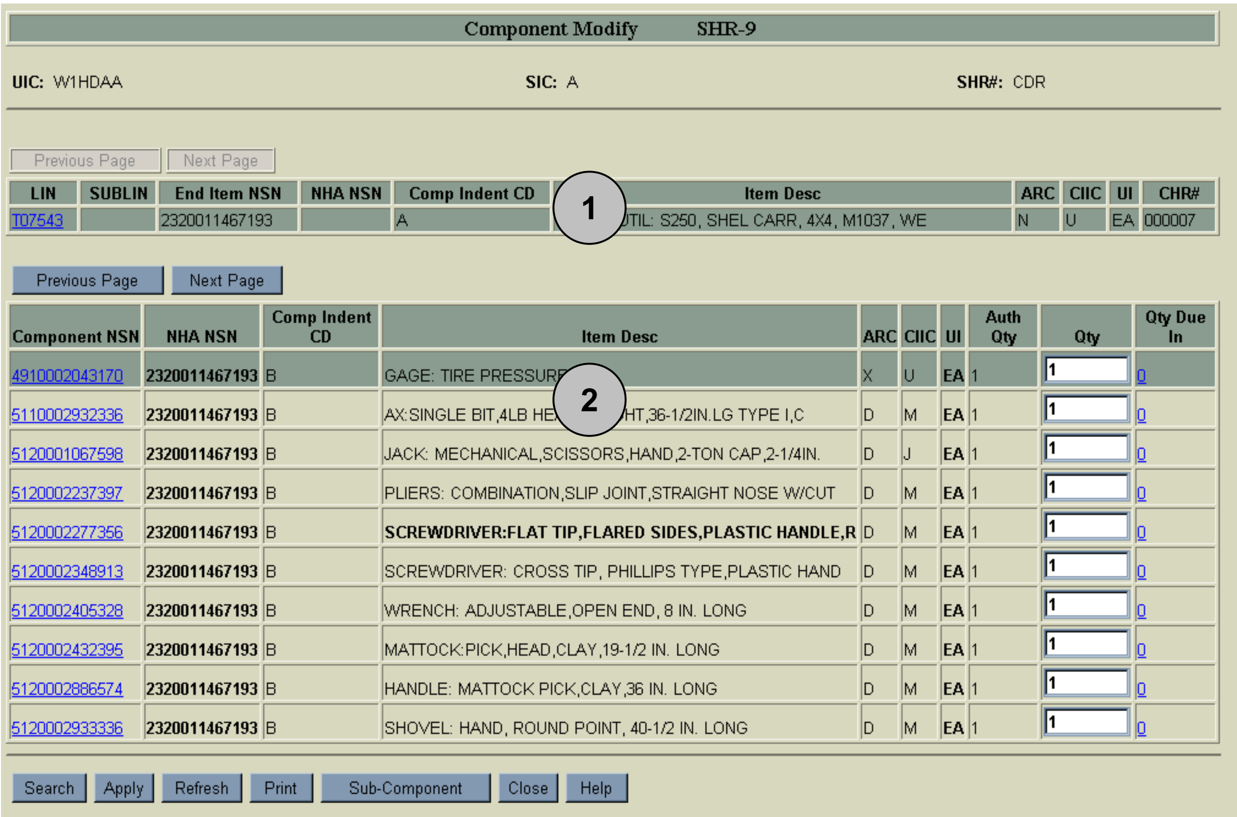


Figure 8.3-34 Component Modify Screen

Legend for Figure 8.3-34

Number	Description
1	Component Identification Code = A (End Item)
2	Component Identification Code = B (Component)

b. The screen displays end items and components in a hierarchy based upon the Component Identification Code.

c. Click the **Component NSN** to highlight a component.

d. To change the component quantity:

(1) Click in the **QTY** field and enter the new quantity.

(2) Click the **Apply** button.

<u>8.3.4.2.1 View Due In Status</u>. Use this feature to check the status of due in documents for the selected component.

a. Click the **Qty DI** to display the **Due-In Status** screen (Figure 8.3-35).

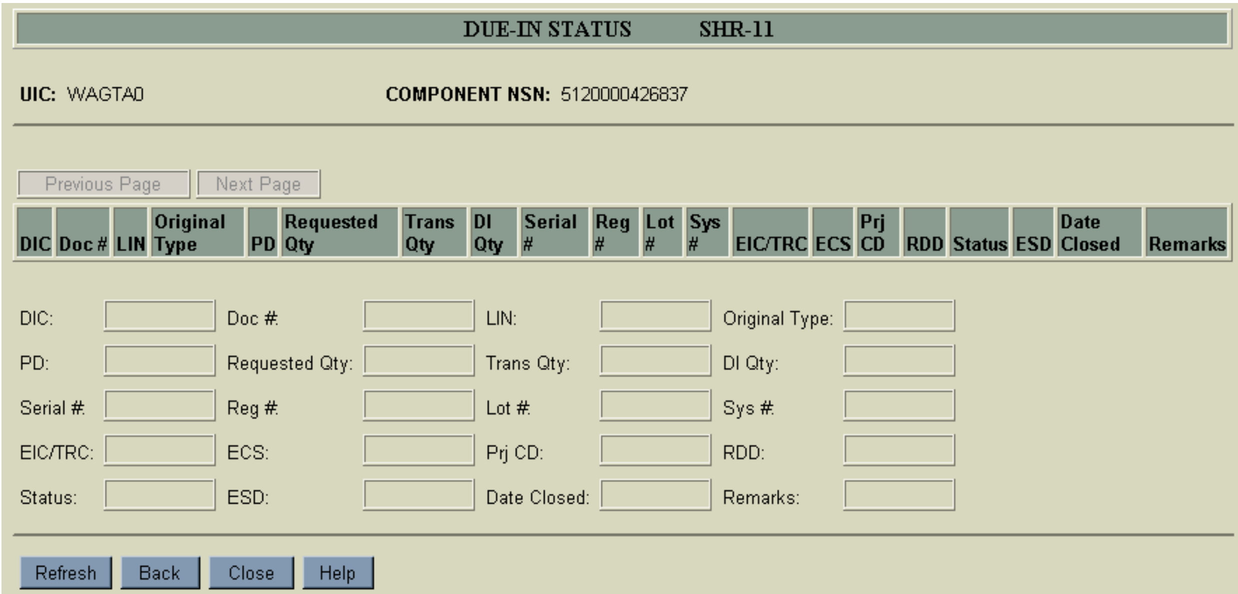


Figure 8.3-35 Due-In Status Screen

b. Click the **DIC** of the record to be displayed.

c. Click **Close** to exit.

<u>8.3.4.2.2 Component Modify Searches</u>. The Component Modify screen contains one search button in each portion of the screen. Each search's view is restricted to the data in that portion of the screen. For instance, the search in the component portion of the screen can retrieve component records only; the search in the subcomponent portion can retrieve only subcomponents, etc.

a. Click the **Search** button to display the **Component Modify Search** screen (Figure 8.3-36).

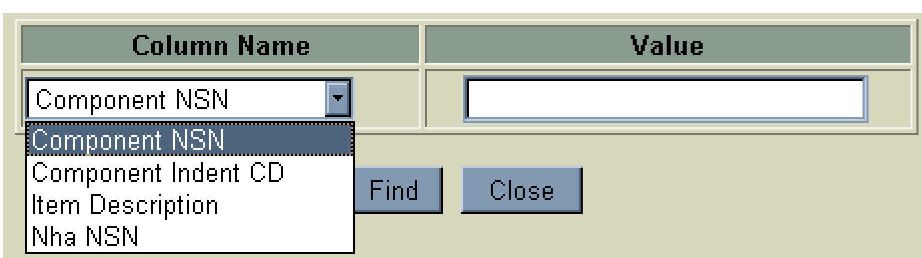


Figure 8.3-36 Component Modify Search Screen

b. Select the data element to search by from the **Column Name** LOV.

c. Enter the **Value** and then click the **Find** button.

d. Click **Close** to exit the screen.

NOTE: For further assistance with searches, see section 4.

8.3.4.2.3 Print a Component List. Use this function to print a list of all components associated with the end item.

a. Click the **Print** button to display an Excel screen.

b. Click the **Printer Icon** on the Excel Toolbar to initiate the report.

8.3.4.2.4 Subcomponents. Use this function to view a selected component's subcomponents, change the on-hand quantity, or view due-in status.

a. Highlight a specific component and click the **Sub-Component** button to change the screen view to display the subcomponents (Figure 8.3-37).

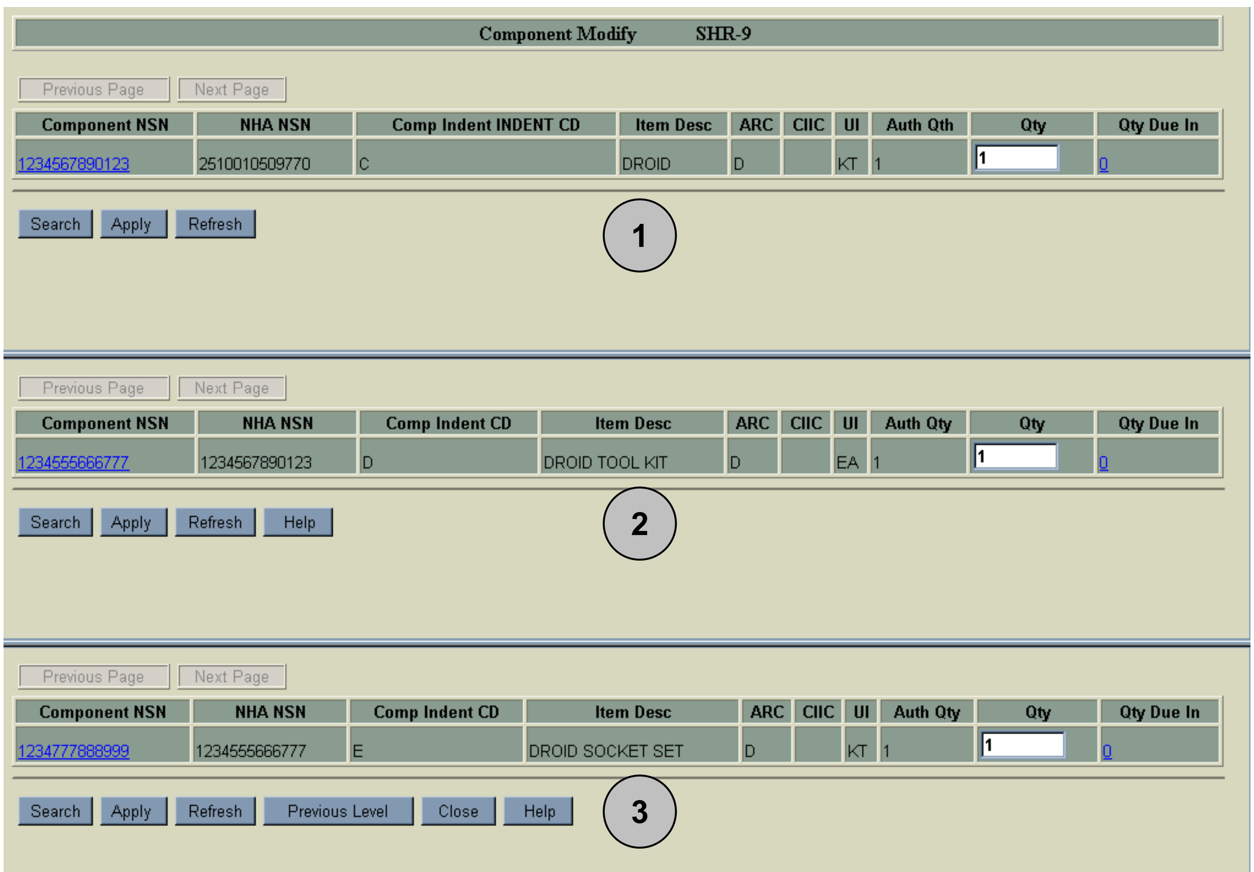


Figure 8.3-37 Component Modify Screen with Subcomponent Fields

Legend for Figure 8.3-37

Number	Description
1	Component Identification Code = C
2	Component Identification Code = D
3	Component Identification Code = E

b. The screen displays subcomponents in a hierarchy based upon their Component Identification Code.

c. Click the **Component NSN** to highlight a subcomponent.

d. To change the subcomponent quantity:

(1) Click in the **QTY** field and enter the new quantity.

(2) Click the **Apply** button.

e. To view the due-in status:

(1) Click the **Qty DI** to display the **Due-In Status** screen (Figure 8.3-38).

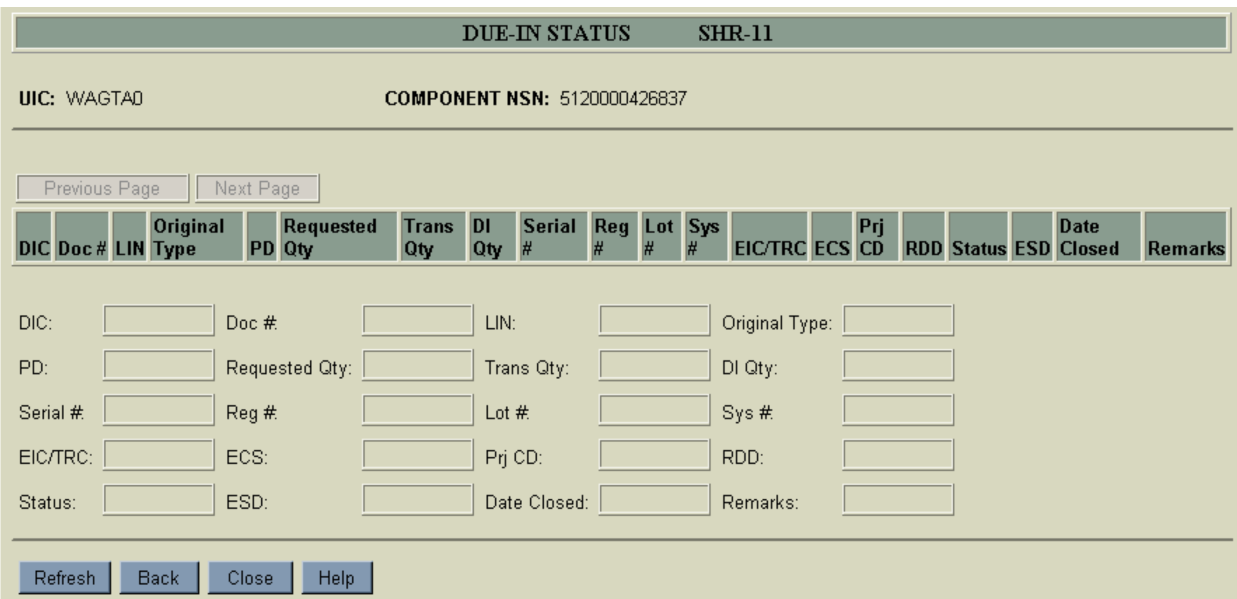


Figure 8.3-38 Due-In Status Screen

(2) Click the **DIC** of the record to be displayed.

(3) Click **Close** to exit.

f. To search for a specific subcomponent:

(1) Click the **Search** button to display the **Subcomponent Modify Search** screen (Figure 8.3-39).

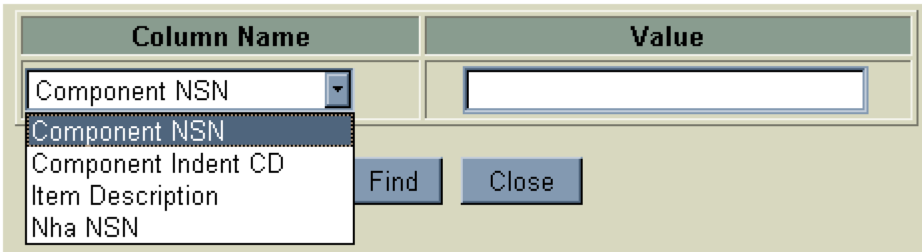


Figure 8.3-39 Subcomponent Modify Search Screen

(2) Select the data element to search by from the **Column Name** LOV.

(3) Enter the **Value** and then click the **Find** button.

NOTE: For further assistance with searches, see section 4.

g. To return to the previous screen, click the **Previous Level** button.

<u>8.3.4.3 Deleting Component Details</u>. Use this function to delete records from the commander's component hand receipt.

a. Click the **End Item NSN** to be deleted. When the **Component Modify** screen appears, close it.

b. Click the **Delete Details** button.

c. When the **Delete Confirmation** box (Figure 8.3-40) appears, click **Yes** to confirm, or **No** to cancel.

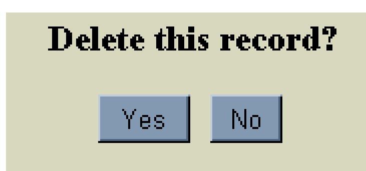


Figure 8.3-40 Delete Confirmation Box

<u>8.3.4.4   Search the Component CHR</u>. Use these functions to locate specific records.

a. Click the **Search** button to display the **Component CHR Search** screen (Figure 8.3-41).

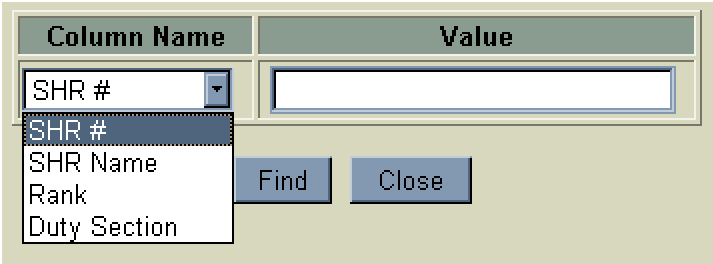


Figure 8.3-41   Component CHR Search Screen

b. Click the **Search Detail** button to display the **Component Detail Search** screen (Figure 8.3-42).

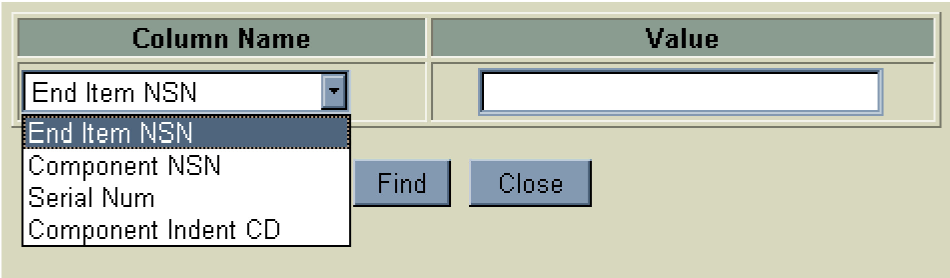


Figure 8.3-42 Component Detail Search Screen

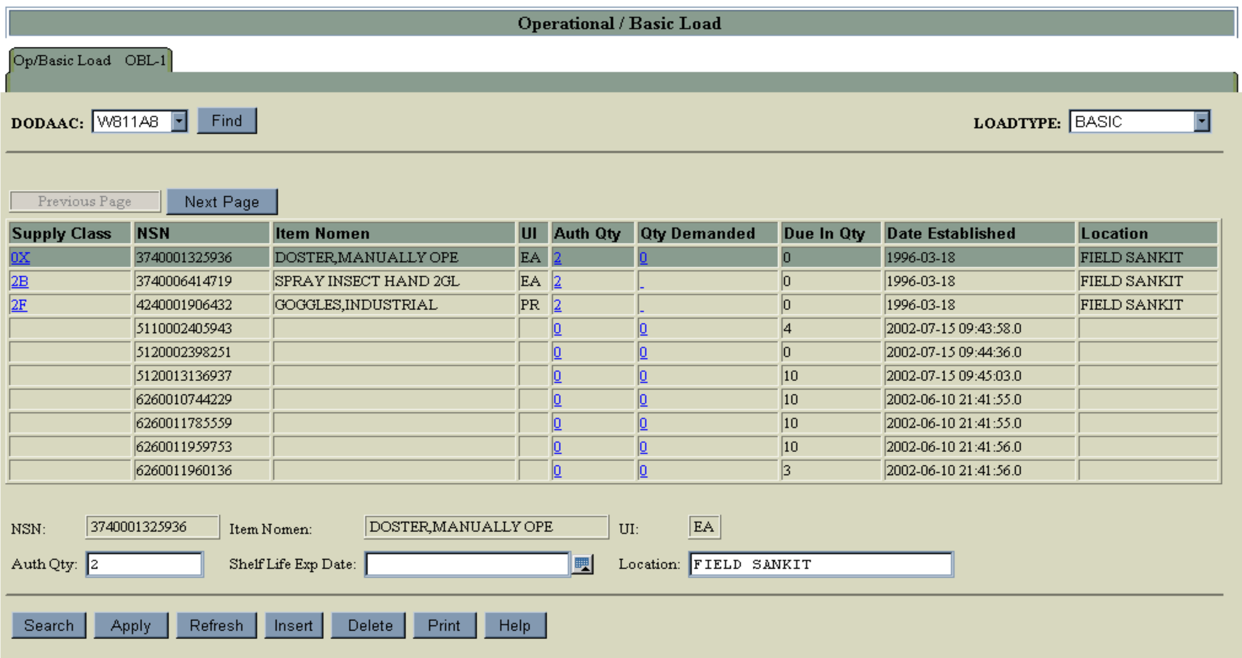
c. Select the data element to search by from the **Column Name** LOV.

d. Enter the **Value** and click the **Find** button.

NOTE: For further assistance with searches, see section 4.

8.4 Operational/Basic Load. This process provides functionality for adding and deleting basic and operational load items. It also provides links to create requests and view demand history.

a. From the **Hand Receipt** menu, click **Operational/Basic Load** to display the **Operational/Basic Load** screen (Figure 8.4-1).



Supply Class	NSN	Item Nomen	UI	Auth Qty	Qty Demanded	Due In Qty	Date Established	Location
0X	3740001325936	DOSTER,MANUALLY OPE	EA	2	0	0	1996-03-18	FIELD SANKIT
2B	3740006414719	SPRAY INSECT HAND 2GL	EA	2		0	1996-03-18	FIELD SANKIT
2F	4240001906432	GOGGLES,INDUSTRIAL	PR	2		0	1996-03-18	FIELD SANKIT
	5110002405943			0	0	4	2002-07-15 09:43:58.0	
	5120002398251			0	0	0	2002-07-15 09:44:36.0	
	5120013136937			0	0	10	2002-07-15 09:45:03.0	
	6260010744229			0	0	10	2002-06-10 21:41:55.0	
	6260011785559			0	0	10	2002-06-10 21:41:55.0	
	6260011959753			0	0	10	2002-06-10 21:41:56.0	
	6260011960136			0	0	3	2002-06-10 21:41:56.0	

Figure 8.4-1 Operational/Basic Load Screen

Legend for Figure 8.4-1

Field Name	Description
Auth QTY	The quantity authorized by the commander. (basic load only)
Shelf Life EXP Date	The expiration date of the item. Optional.
Location	The storage location for the item. Optional.

b. Click the **DODAAC** LOV to select a DODAAC, or click the **Find** button to display the **DODAAC** search screen (Figure 8.4-2).

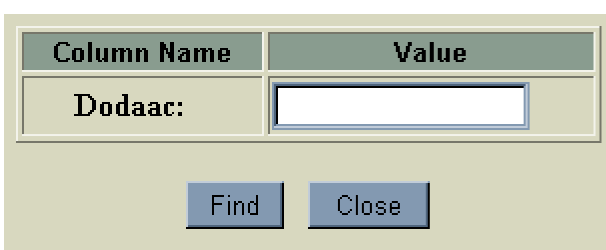


Figure 8.4-2 DODAAC Search Screen

(1) Enter the complete DODAAC.

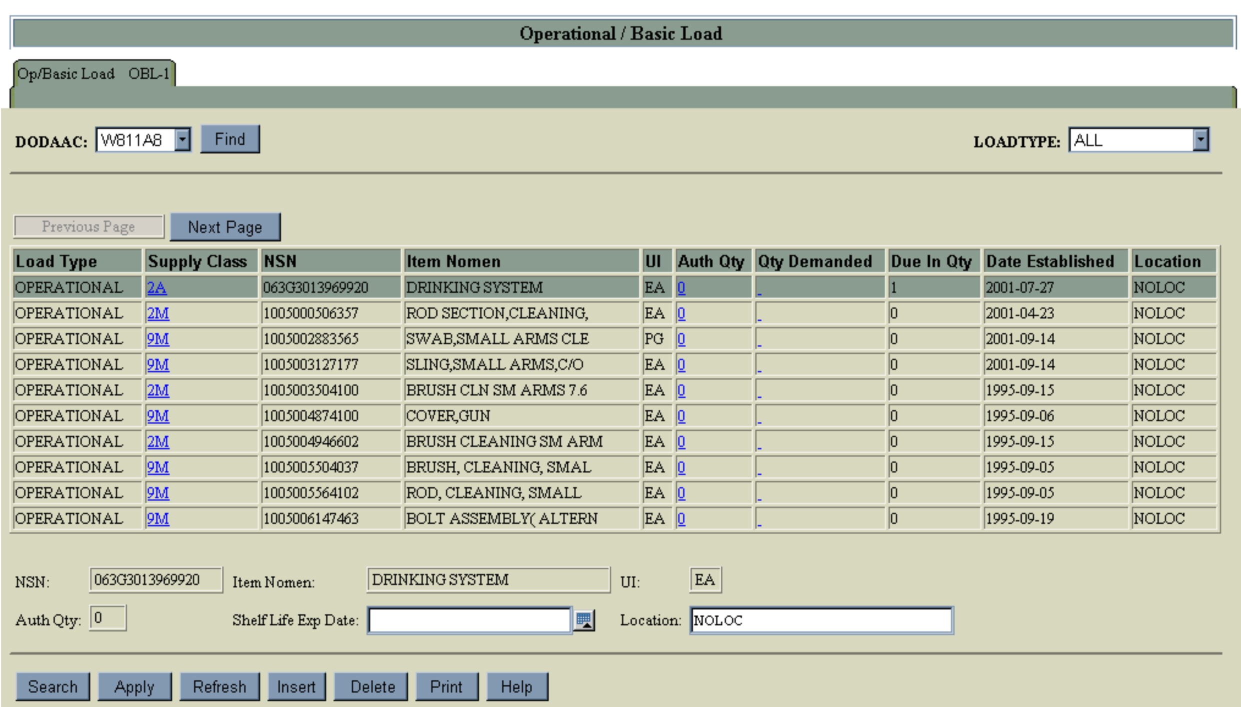
(2) Click the **Find** button.

NOTE: When a DODAAC is located using the DODAAC Search, the DODAAC LOV will display only that DODAAC until the Refresh button is clicked.

c. Click the **Loadtype** LOV to select the load type to be displayed, **Basic**, **Operational**, or **All**.

(1) Selecting **Operational** prevents access to the **AUTH QTY** field at the bottom of the screen.

(2) Selecting **All** changes the list table display (Figure 8.4-3).


Operational / Basic Load

Op/Basic Load OBL-1

DODAAC: W811A8 Find LOADTYPE: ALL

Previous Page Next Page

Load Type	Supply Class	NSN	Item Nomen	UI	Auth Qty	Qty Demanded	Due In Qty	Date Established	Location
OPERATIONAL	2A	063G3013969920	DRINKING SYSTEM	EA	0	_	1	2001-07-27	NOLOC
OPERATIONAL	2M	1005000506357	ROD SECTION,CLEANING,	EA	0	_	0	2001-04-23	NOLOC
OPERATIONAL	9M	1005002883565	SWAB,SMALL ARMS CLE	PG	0	_	0	2001-09-14	NOLOC
OPERATIONAL	9M	1005003127177	SLING,SMALL ARMS,C/O	EA	0	_	0	2001-09-14	NOLOC
OPERATIONAL	2M	1005003504100	BRUSH CLN SM ARMS 7.6	EA	0	_	0	1995-09-15	NOLOC
OPERATIONAL	9M	1005004874100	COVER,GUN	EA	0	_	0	1995-09-06	NOLOC
OPERATIONAL	2M	1005004946602	BRUSH CLEANING SM ARM	EA	0	_	0	1995-09-15	NOLOC
OPERATIONAL	9M	1005005504037	BRUSH, CLEANING, SMAL	EA	0	_	0	1995-09-05	NOLOC
OPERATIONAL	9M	1005005564102	ROD, CLEANING, SMALL	EA	0	_	0	1995-09-05	NOLOC
OPERATIONAL	9M	1005006147463	BOLT ASSEMBLY(ALTERN	EA	0	_	0	1995-09-19	NOLOC

NSN: 063G3013969920 Item Nomen: DRINKING SYSTEM UI: EA

Auth Qty: 0 Shelf Life Exp Date: Location: NOLOC

Search Apply Refresh Insert Delete Print Help

Figure 8.4-3 Operational/Basic Load Screen, All selected.

<u>8.4.1 Update a Load List Record</u>. Use this function to make changes to basic data about an item.

a. Click the **Supply Class** of the item to be updated.

b. Make the changes to the appropriate fields, **Auth Qty**, **Shelf Life Exp Date**, and **Location**.

c. Click the **Apply** button.

NOTE: The **Auth Qty** field at the bottom of the screen is accessible on Basic Load items only.

8.4.2 Add a Load List Record. Use this function to add new lines to the Basic or Operational load.

NOTE: The selected **Loadtype** must be either Operational or Basic; All cannot be used.

a. Click the **Insert** button to display the **Add Operational/Basic Load** screen (Figure 8.4-4).

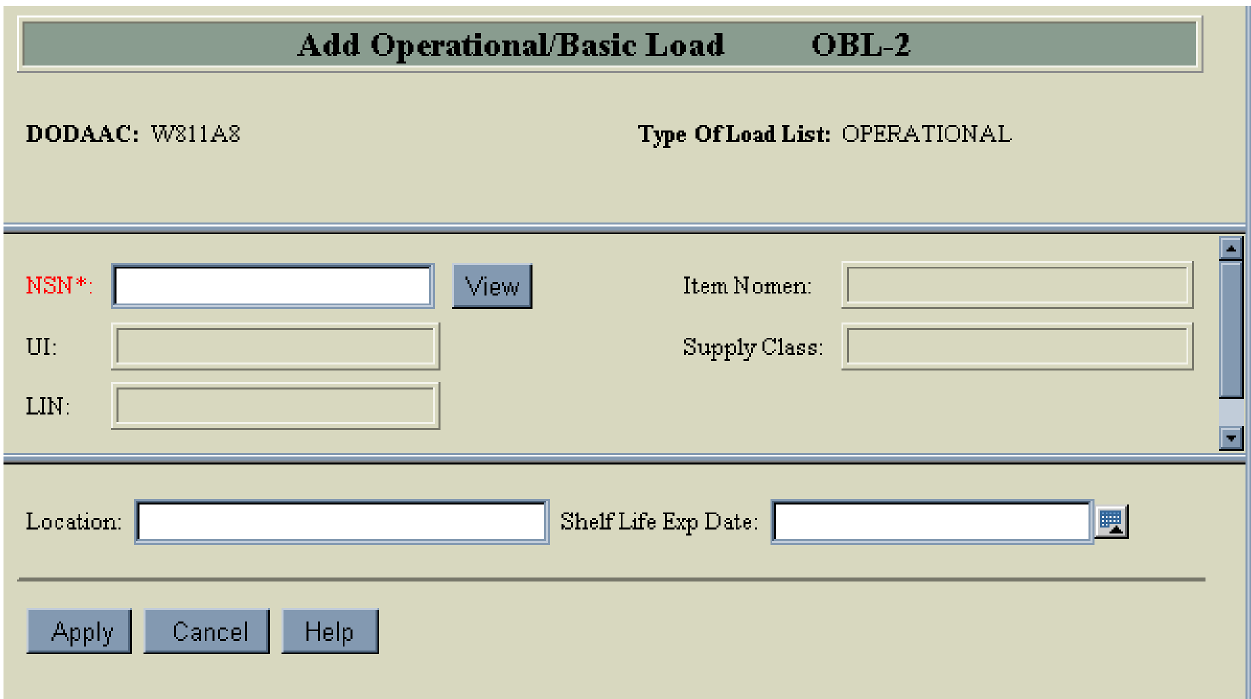


Figure 8.4-4 Add Operational/Basic Load Screen

Legend for Figure 8.4-4

Field Name	Description
NSN	The NSN of the item being added. Mandatory
Auth QTY	The quantity authorized by the commander. (basic load only)
Shelf Life EXP Date	The expiration date of the item. Optional.
Location	The storage location for the item. Optional.

b. Enter the **NSN** of the item to be added.

c. Click the **View** button to display the NSN details.

d. Enter the data in the remaining fields, as necessary.

NOTE: The **Auth Qty** field does not appear when the Operational load list is selected.

e. Click the **Apply** button to add the record, or click **Cancel** to exit.

8.4.3 Delete a Load List Record. Use this function to delete either an Operational or Basic Load list record.

a. Click the **Supply Class** of the item to be updated.

b. Click the **Delete** button.

c. When the **Delete Confirmation** box appears (Figure 8.4-5), click **Yes** to delete, or **No** to deny.

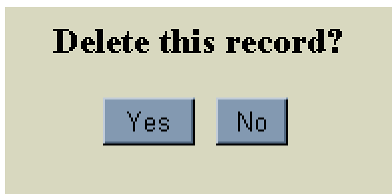


Figure 8.4-5 Delete Confirmation Box

<u>8.4.4 Create a Request for a Load List Item</u>. Use this feature to create a request for issue for a selected load list item.

a. Click the **Auth Qty** to display the **MILSTRIP Transactions – Request** screen (Figure 8.4-6).

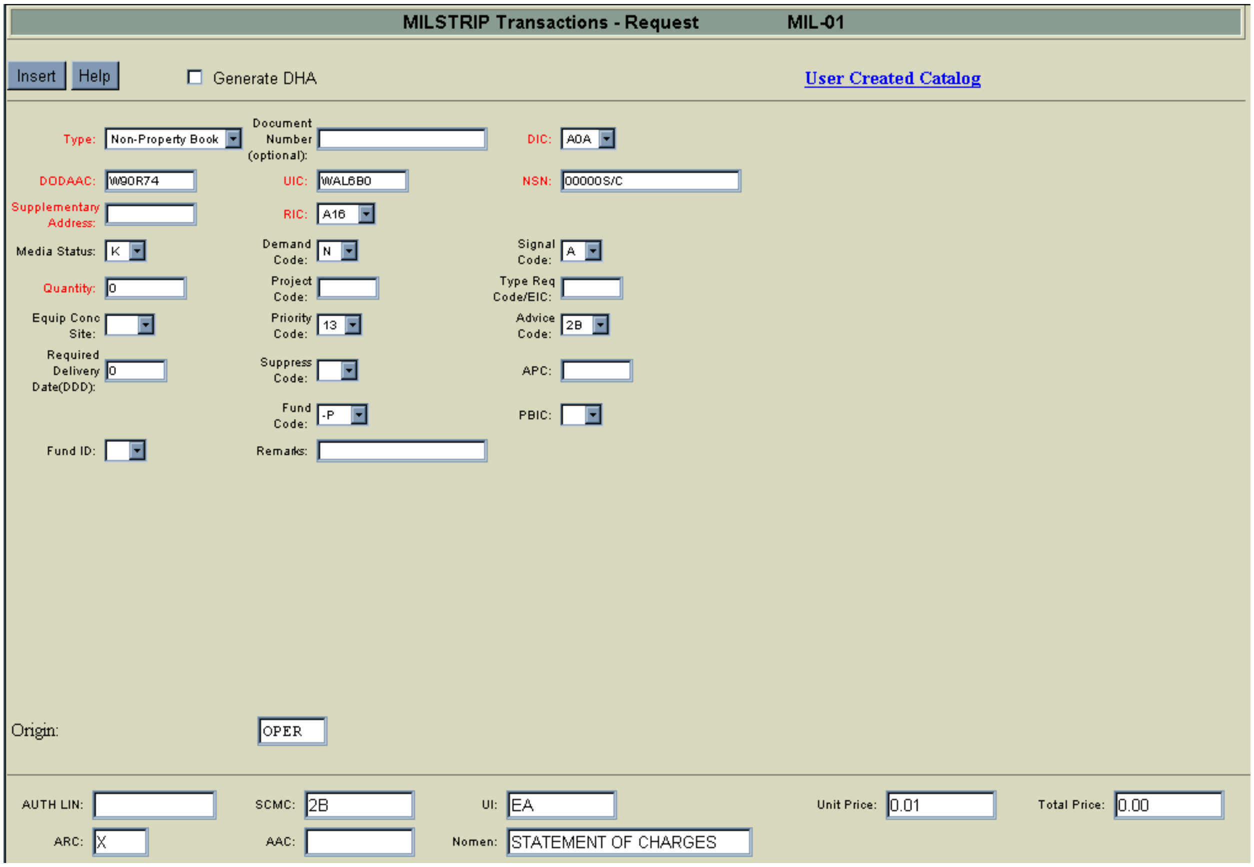


Figure 8.4-6 MILSTRIP Transactions – Request Screen

b. Complete the screen using instructions found in section 9

8.4.5 View the Demand History. Use this feature to display the demand history for the selected load list item.

a. Click the **QTY Demanded** field to display the **Demand History** screen (Figure 8.4-7).

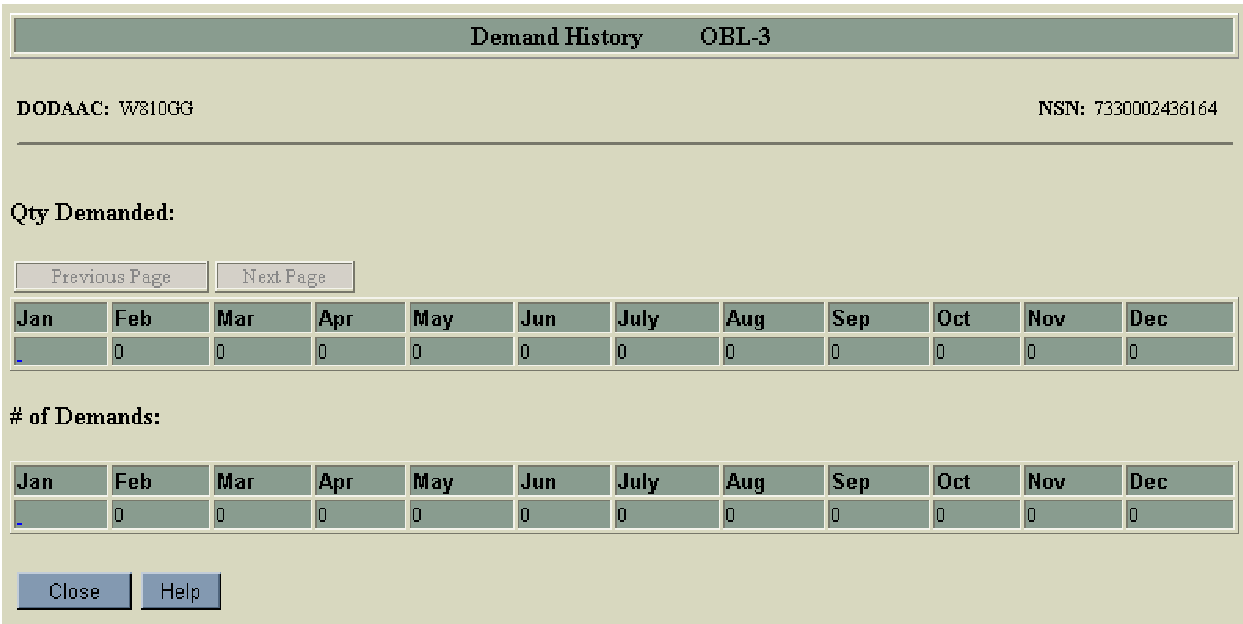


Figure 8.4-7 Demand History Screen

b. Click on the Month column to highlight the record

c. Click the **Close** button to exit.

8.4.6 Print a Load List. Use this function to print a Basic Load List, an Operational Load List, or a combination Operational/Basic Load List.

a. Click the **Loadtype** LOV to determine the type of report to be printed.

Loadtype	**Report**
Operational	Operational Load List
Basic	Basic Load List
All	Operational/Basic Load List

b. Click the **Print** button to print the report using Excel.

NOTE: For further assistance with printing reports using Excel, see section 4.

8.4.7 Search the Load Lists. Use this function to locate specific records within the selected load list.

a. Click the **Search** button to display the **Operational/Basic Load Search** screen (Figure 8.4-8).

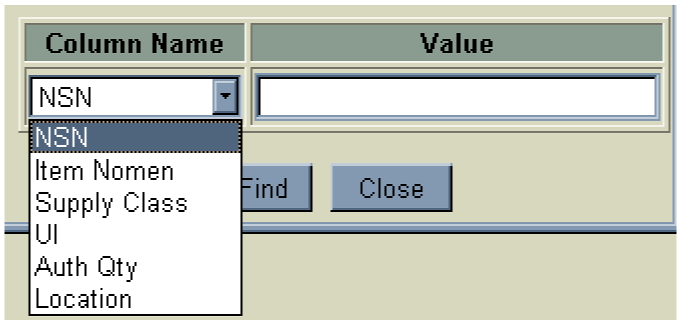


Figure 8.4-8 Operational/Basic Load Search Screen

b. Select the data element to search by from the **Column Name** LOV.

c. Enter the **Value** and click the **Find** button.

d. Click **Close** to exit the screen.

8.5 AIT. The AIT, Automated Identification Technology, contains two sets of processes, Menu Options and Inventory, that are used to assist in inventory management.

8.5.1 Menu Options. The Menu Options processes are used to manage the barcode labels. There are three processes, Bar Code Details Report, Bar Code Record Deletions, and Produce Labels.

<u>8.5.1.1 Bar Code Details Report</u>. Use this process to print a report or to delete records from a list of bar coded inventory items.

a. From the **Hand Receipt** menu, click **Menu Options** to display the **AIT Menu Options** screen, **Bar Code Details Report** tab (Figure 8.5-1).

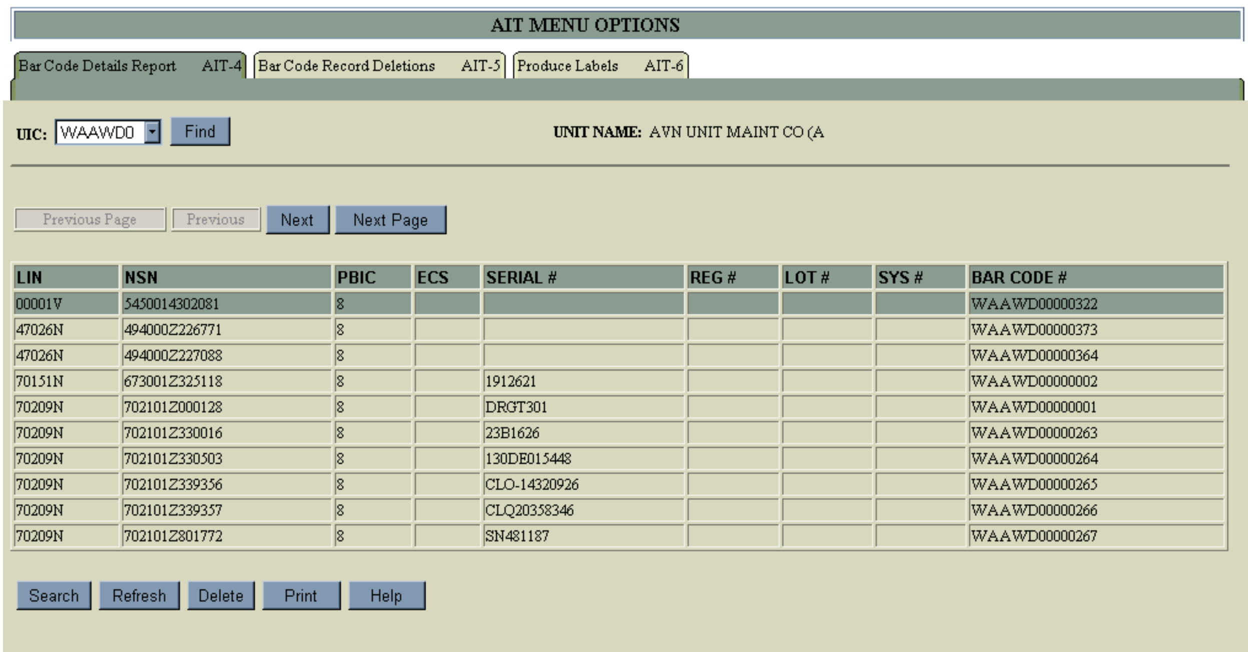


Figure 8.5-1 AIT Menu Options Screen, Bar Code Details Report Tab

b. Click the **UIC** LOV and select a UIC.

c. To print a Bar Code Details report:

(1) Click the **Print** button to display the Excel screen.

(2) Click the **Print** icon on the Excel toolbar to initiate printing.

d. To delete a record:

(1) Use the List Control buttons to highlight the record.

(2) Click the **Delete** button.

(3) When the **Delete Confirmation** box appears, click **Yes** to delete, or **No** to deny.

e. To search the bar coded inventory list:

(1) Click the **Search** button to display the **Bar Code Details Report Search** screen (Figure 8.5-2).

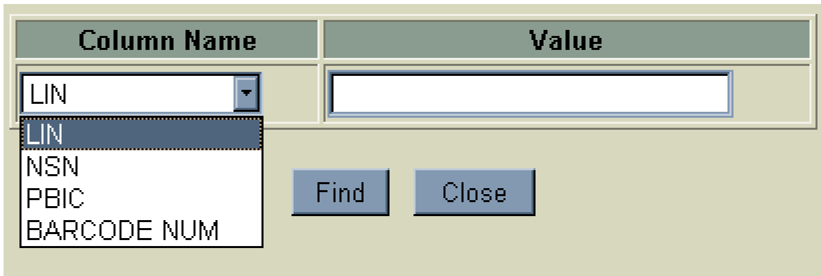


Figure 8.5-2 Bar Code Details Report Search Screen

(2) Select the data element to search by from the **Column Name** LOV.

(3) Enter the **Value** and click the **Find** button.

(4) Click **Close** to exit the screen.

8.5.1.2 Bar Code Record Deletions. Use this process to print or delete records that were deleted from the bar coded inventory items list.

a. Click **Bar Code Record Deletions** to display the **Bar Code Record Deletions** tab (Figure 8.5-3).

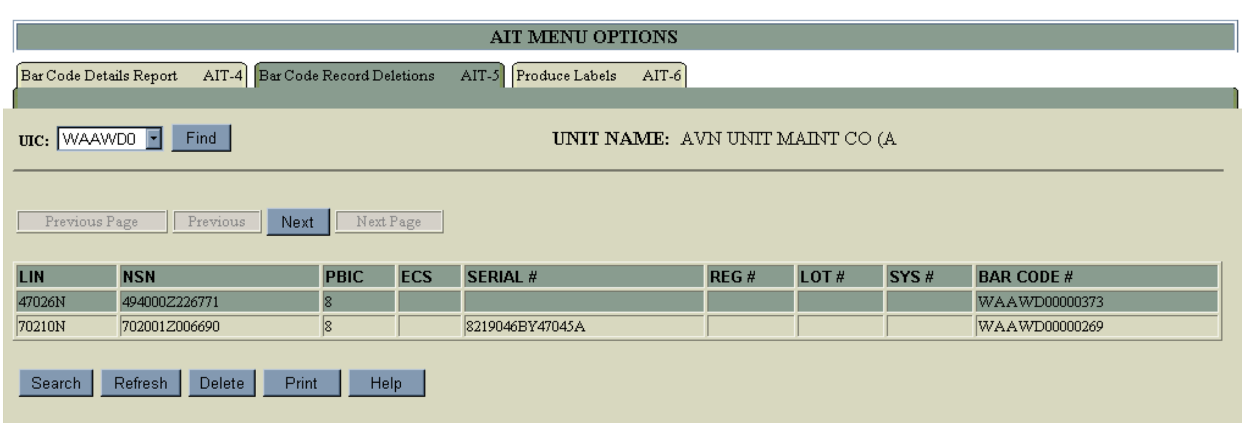


Figure 8.5-3 AIT Menu Options Screen, Bar Code Record Deletions Tab

b. Click the **UIC** LOV and select a UIC.

c. To print a Bar Code Record Deletions report:

(1) Click the **Print** button to display the Excel screen.

(2) Click the **Print** icon on the Excel toolbar to initiate printing.

d. To delete a record:

(1) Use the List Control buttons to highlight the record.

(2) Click the **Delete** button.

(3) When the **Delete Confirmation** box appears, click **Yes** to delete, or **No** to deny.

e. To search the deleted bar coded inventory list:

(1) Click the **Search** button to display the **Bar Code Record Deletions Search** screen (Figure 8.5-4).

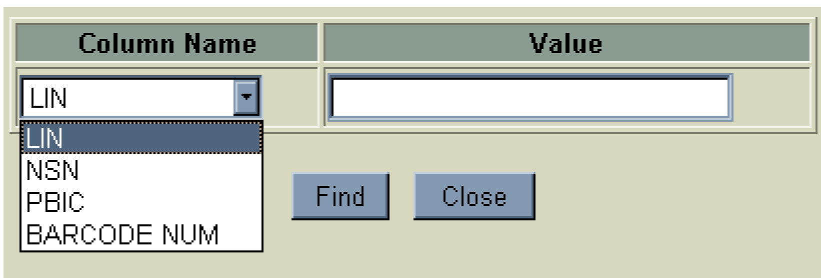


Figure 8.5-4 Bar Code Details Report Search Screen

(2) Select the data element to search by from the **Column Name** LOV.

(3) Enter the **Value** and click the **Find** button.

(4) Click **Close** to exit the screen.

<u>8.5.1.3 Produce Labels</u>. Use this process to create bar code labels or print a listing of bar code labels.

a. Click **Produce Labels** to display the **Produce Labels** tab (Figure 8.5-5).

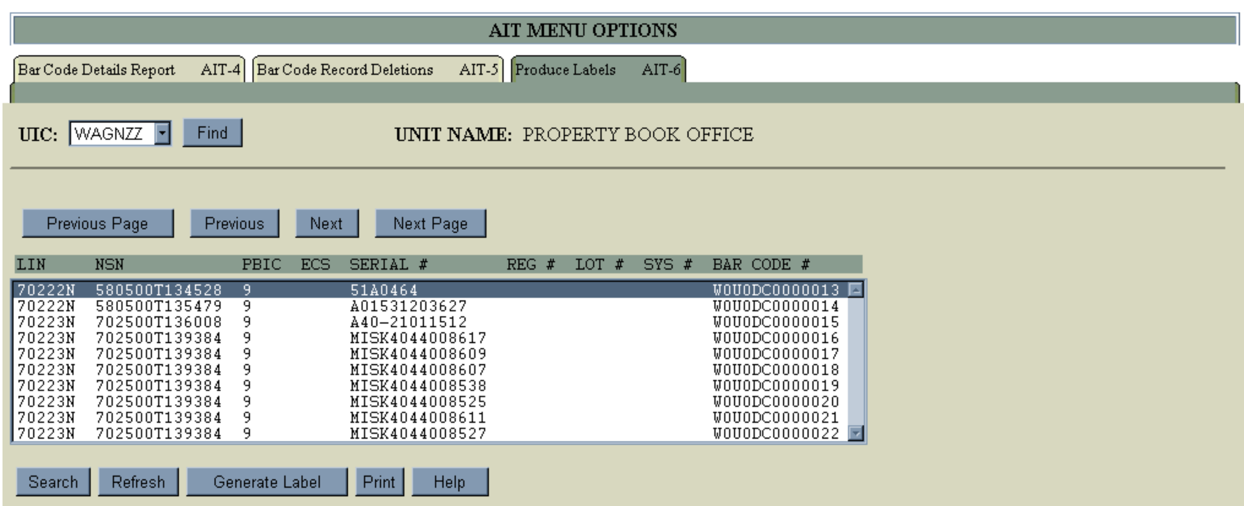


Figure 8.5-5 AIT Menu Options Screen, Produce Labels Tab

b. Click the **UIC** LOV and select a UIC.

c. To print bar code labels:

(1) Use the List Control buttons to find the records to be printed.

(2) Click the row to highlight the record.

(a) To select a group of records, hold down the **Shift** key, click the first record, and then click the last record in the group (Figure 8.5-6).

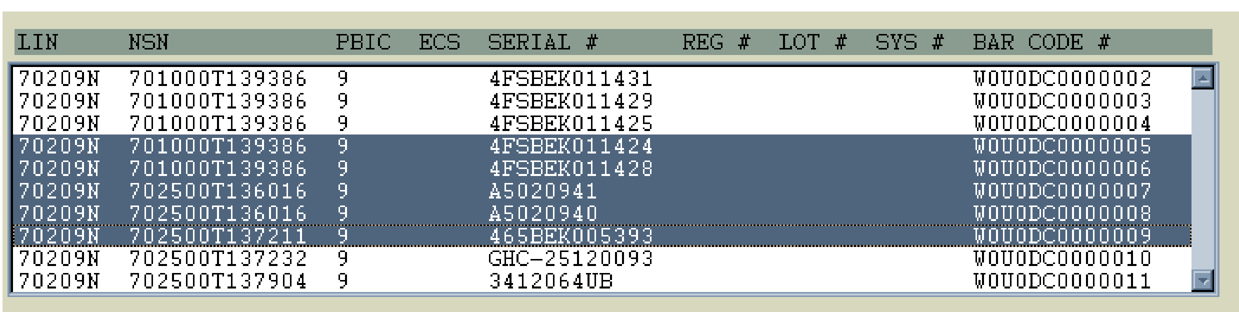
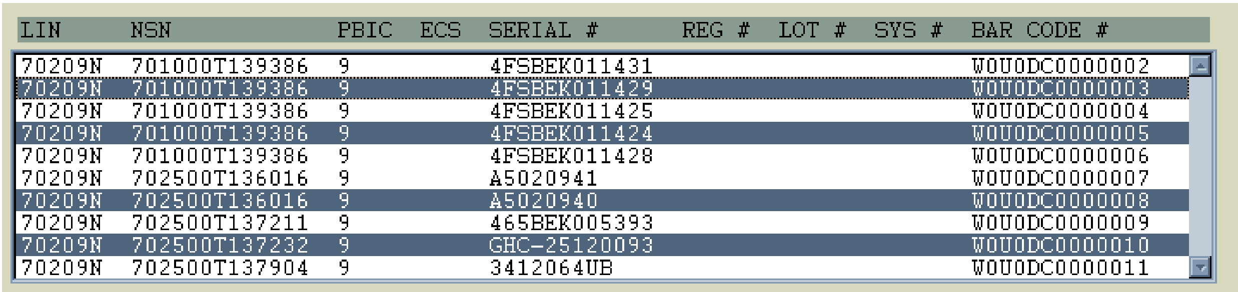


Figure 8.5-6 Group Record Selection, Example

(b) To select individual records, hold down the **Ctrl** key and click on the records to be printed (Figure 8.5-7).



LIN	NSN	PBIC	ECS	SERIAL #	REG #	LOT #	SYS #	BAR CODE #
70209N	701000T139386	9		4FSBEK011431				W0U0DC0000002
70209N	701000T139386	9		4FSBEK011429				W0U0DC0000003
70209N	701000T139386	9		4FSBEK011425				W0U0DC0000004
70209N	701000T139386	9		4FSBEK011424				W0U0DC0000005
70209N	701000T139386	9		4FSBEK011428				W0U0DC0000006
70209N	702500T136016	9		A5020941				W0U0DC0000007
70209N	702500T136016	9		A5020940				W0U0DC0000008
70209N	702500T137211	9		465BEK005393				W0U0DC0000009
70209N	702500T137232	9		GHC-25120093				W0U0DC0000010
70209N	702500T137904	9		3412064UB				W0U0DC0000011

Figure 8.5-7 Individual Record Selection, Example

NOTE: Labels will be printed for the highlighted records appearing on the screen only.

(3) Click the **Generate Labels** button.

d. To print a Produce Labels report:

(1) Click the **Print** button to display the Excel screen.

(2) Click the **Print** icon on the Excel toolbar to initiate printing.

e. To delete a record:

(1) Use the List Control buttons to highlight the record.

(2) Click the **Delete** button.

(3) When the **Delete Confirmation** box appears, click **Yes** to delete, or **No** to deny.

f. To search the bar coded label list:

(1) Click the **Search** button to display the **Produce Labels Search** screen (Figure 8.5-8).

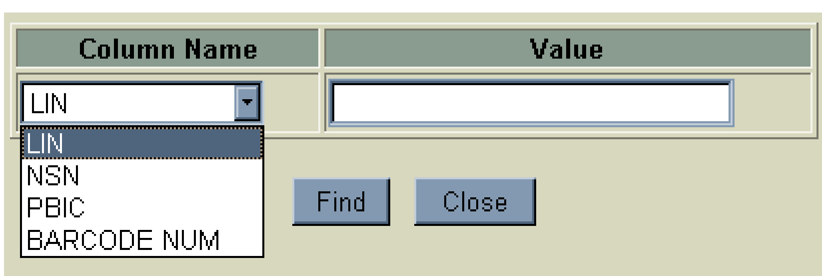


Figure 8.5-8 Produce Labels Search Screen

(2) Select the data element to search by from the **Column Name** LOV.

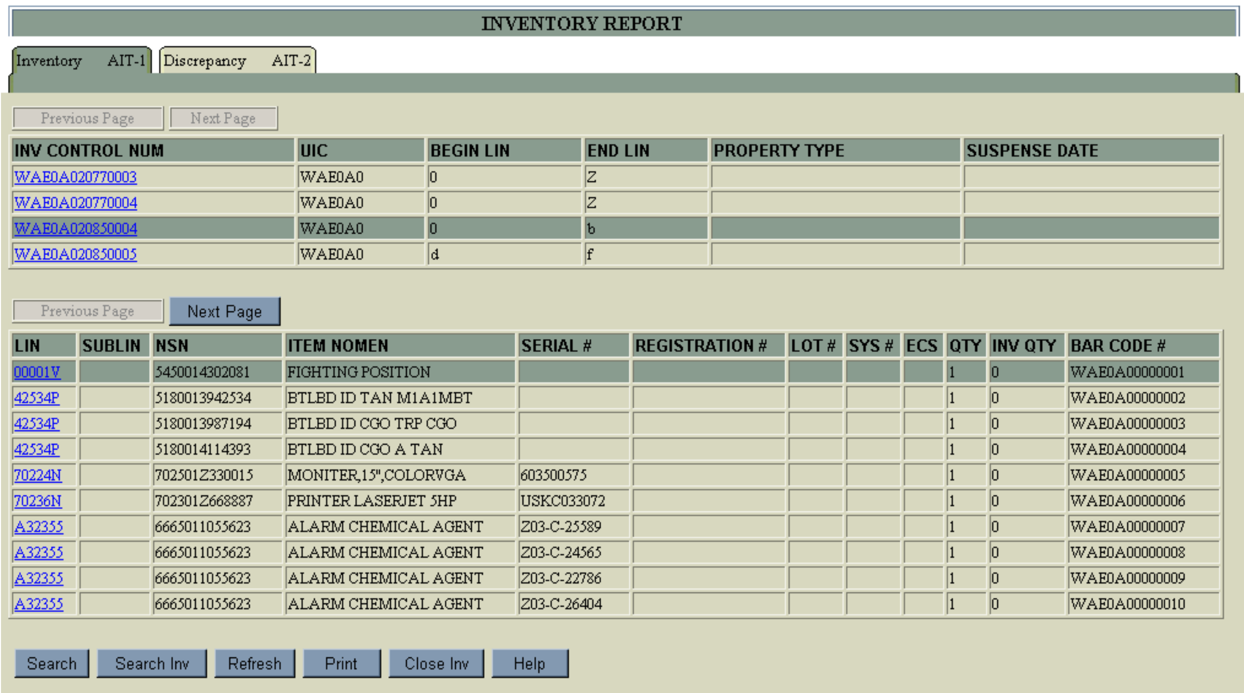
(3) Enter the **Value** and click the **Find** button.

(4) Click **Close** to exit the screen.

<u>8.5.2 Inventory</u>. The Inventory processes are used to track inventories and to show discrepancies.

<u>8.5.2.1 Inventory</u>. Use this process to view and print open inventories and to close a selected inventory.

a. From the **Hand Receipt** menu, click **Inventory** to display the **Inventory Report** screen, **Inventory** tab (Figure 8.5-9).


INVENTORY REPORT

Inventory AIT-1 | Discrepancy AIT-2

Previous Page | Next Page

INV CONTROL NUM	UIC	BEGIN LIN	END LIN	PROPERTY TYPE	SUSPENSE DATE
WAE0A020770003	WAE0A0	0	Z		
WAE0A020770004	WAE0A0	0	Z		
WAE0A020850004	WAE0A0	0	b		
WAE0A020850005	WAE0A0	d	f		

Previous Page | Next Page

LIN	SUBLIN	NSN	ITEM NOMEN	SERIAL #	REGISTRATION #	LOT #	SYS #	ECS	QTY	INV QTY	BAR CODE #
00001V		5450014302081	FIGHTING POSITION						1	0	WAE0A00000001
42534P		5180013942534	BTLBD ID TAN M1A1MBT						1	0	WAE0A00000002
42534P		5180013987194	BTLBD ID CGO TRP CGO						1	0	WAE0A00000003
42534P		5180014114393	BTLBD ID CGO A TAN						1	0	WAE0A00000004
70224N		702501Z330015	MONITER,15",COLORVGA	603500575					1	0	WAE0A00000005
70236N		702301Z668887	PRINTER LASERJET 5HP	USKC033072					1	0	WAE0A00000006
A32355		6665011055623	ALARM CHEMICAL AGENT	Z03-C-25589					1	0	WAE0A00000007
A32355		6665011055623	ALARM CHEMICAL AGENT	Z03-C-24565					1	0	WAE0A00000008
A32355		6665011055623	ALARM CHEMICAL AGENT	Z03-C-22786					1	0	WAE0A00000009
A32355		6665011055623	ALARM CHEMICAL AGENT	Z03-C-26404					1	0	WAE0A00000010

Search | Search Inv | Refresh | Print | Close Inv | Help

Figure 8.5-9 Inventory Report Screen, Inventory Tab

b. Click the **INV Control Num** to display the inventory details.

c. To print a Bar Code Inventory Listing:

(1) Click the **Print** button to display the Excel screen.

(2) Click the **Print** icon on the Excel toolbar to initiate printing.

d. To close an inventory:

(1) Click the **Close Inv** button.

(2) When the **Close Inventory Confirmation** box appears, click **Yes** to close the inventory, or click **No** to leave it open.

e. To search the open inventory list:

(1) Click the **Search** button to display the **Inventory Search** screen (Figure 8.5-10).

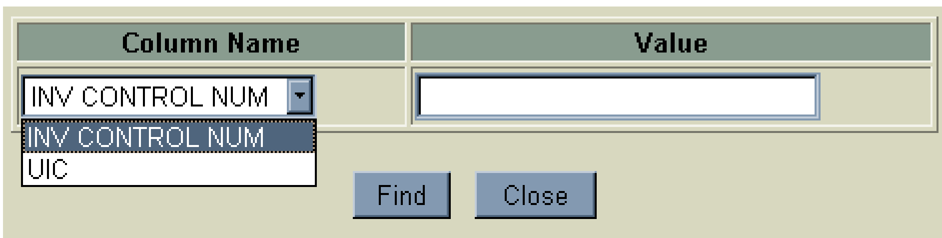


Figure 8.5-10 Inventory Search Screen

(2) Select the data element to search by from the **Column Name** LOV.

(3) Enter the **Value** and click the **Find** button.

(4) Click **Close** to exit the screen.

f. To search for a specific item within an inventory:

(1) Click the **Search Inv** button to display the **Inventory Item** search screen (Figure 8.5-11).

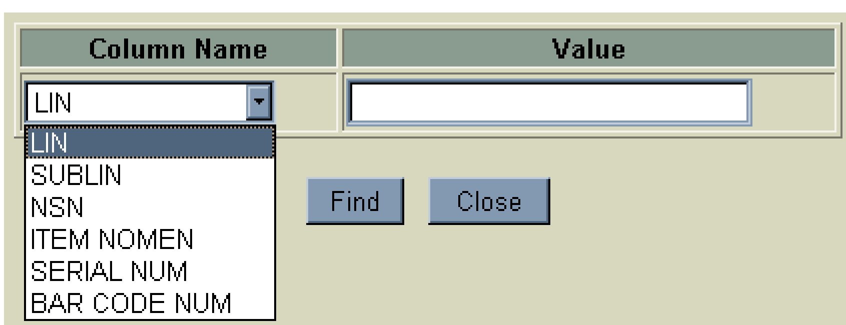
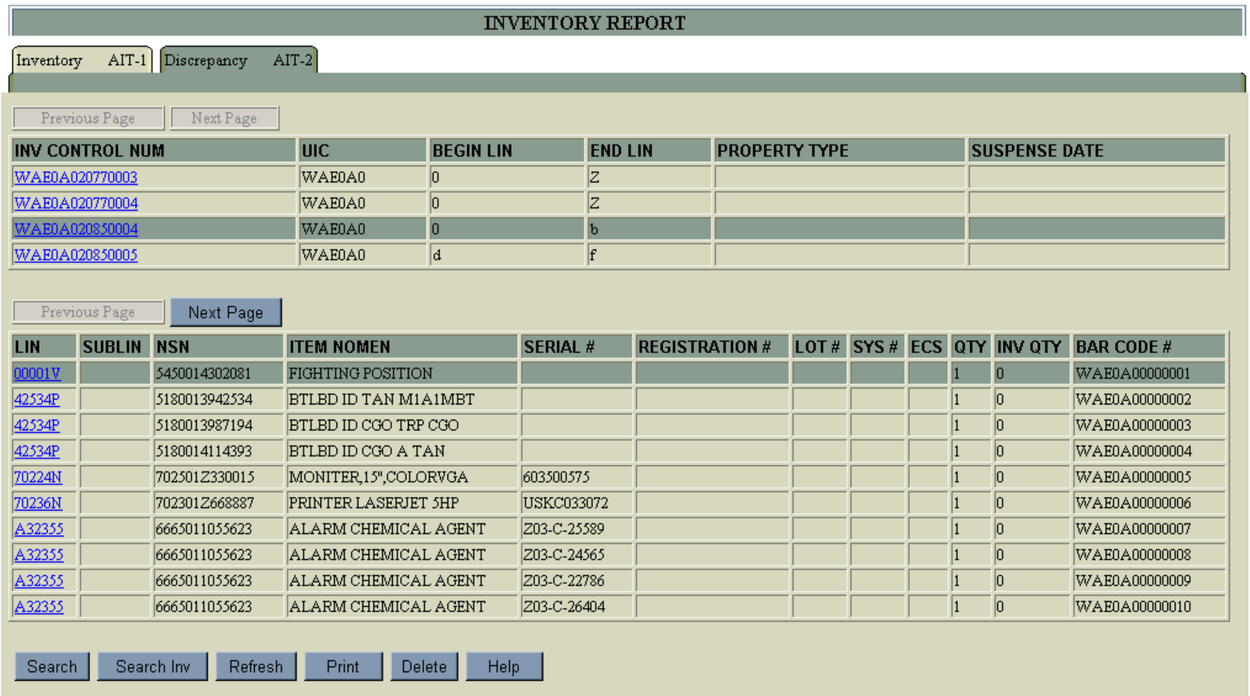


Figure 8.5-11 Inventory Item Search Screen

(2) Follow the steps in paragraphs e(2) – e(4).

<u>8.5.2.2 Discrepancy</u>. Use this process to print a listing of inventory discrepancies and to delete discrepant records.

a. Click **Discrepancy** to display the **Discrepancy** tab (Figure 8.5-12).



INV CONTROL NUM	UIC	BEGIN LIN	END LIN	PROPERTY TYPE	SUSPENSE DATE
WAE0A020770003	WAE0A0	0	Z		
WAE0A020770004	WAE0A0	0	Z		
WAE0A020850004	WAE0A0	0	b		
WAE0A020850005	WAE0A0	d	f		

LIN	SUBLIN	NSN	ITEM NOMEN	SERIAL #	REGISTRATION #	LOT #	SYS #	ECS	QTY	INV QTY	BAR CODE #
00001V		5450014302081	FIGHTING POSITION						1	0	WAE0A00000001
42534P		5180013942534	BTLBD ID TAN M1A1MBT						1	0	WAE0A00000002
42534P		5180013987194	BTLBD ID CGO TRP CGO						1	0	WAE0A00000003
42534P		5180014114393	BTLBD ID CGO A TAN						1	0	WAE0A00000004
70224N		7025012330015	MONITER,15",COLORVGA	603500575					1	0	WAE0A00000005
70236N		7023012668887	PRINTER LASERJET 5HP	USKC033072					1	0	WAE0A00000006
A32355		6665011055623	ALARM CHEMICAL AGENT	Z03-C-25589					1	0	WAE0A00000007
A32355		6665011055623	ALARM CHEMICAL AGENT	Z03-C-24565					1	0	WAE0A00000008
A32355		6665011055623	ALARM CHEMICAL AGENT	Z03-C-22786					1	0	WAE0A00000009
A32355		6665011055623	ALARM CHEMICAL AGENT	Z03-C-26404					1	0	WAE0A00000010

Figure 8.5-12 Inventory Report Screen, Discrepancy Tab

b. Click the **INV Control Num** to display the inventory discrepancy details.

c. To print an Open Inventory list:

(3) Click the **Print** button to display the Excel screen.

(4) Click the **Print** icon on the Excel toolbar to initiate printing.

d. To delete a discrepant item:

(1) Click the **Delete** button.

(2) When the Delete Confirmation box appears, click **Yes** to delete, or **No** to deny.

e. To search the open inventory list:

(1) Click the **Search** button to display the **Inventory Search** screen (Figure 8.5-13).

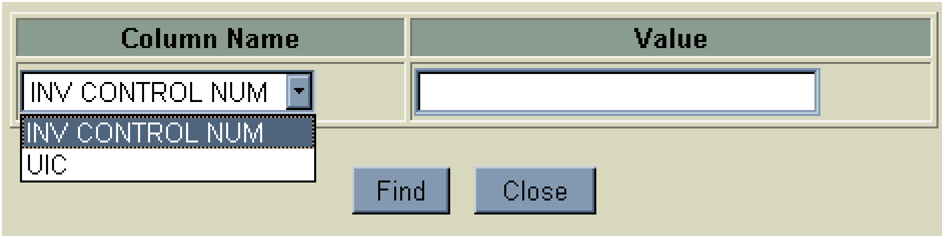


Figure 8.5-13 Inventory Search Screen

(2) Select the data element to search by from the **Column Name** LOV.

(3) Enter the **Value** and click the **Find** button.

(4) Click **Close** to exit the screen.

f. To search for a specific item within an inventory:

(1) Click the **Search Inv** button to display the **Inventory Item** search screen (Figure 8.5-14).

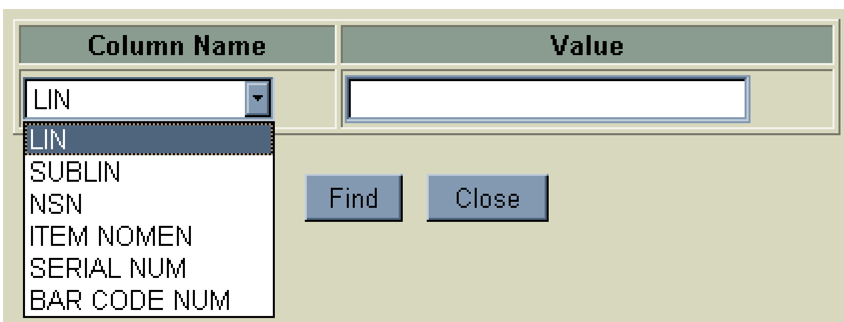


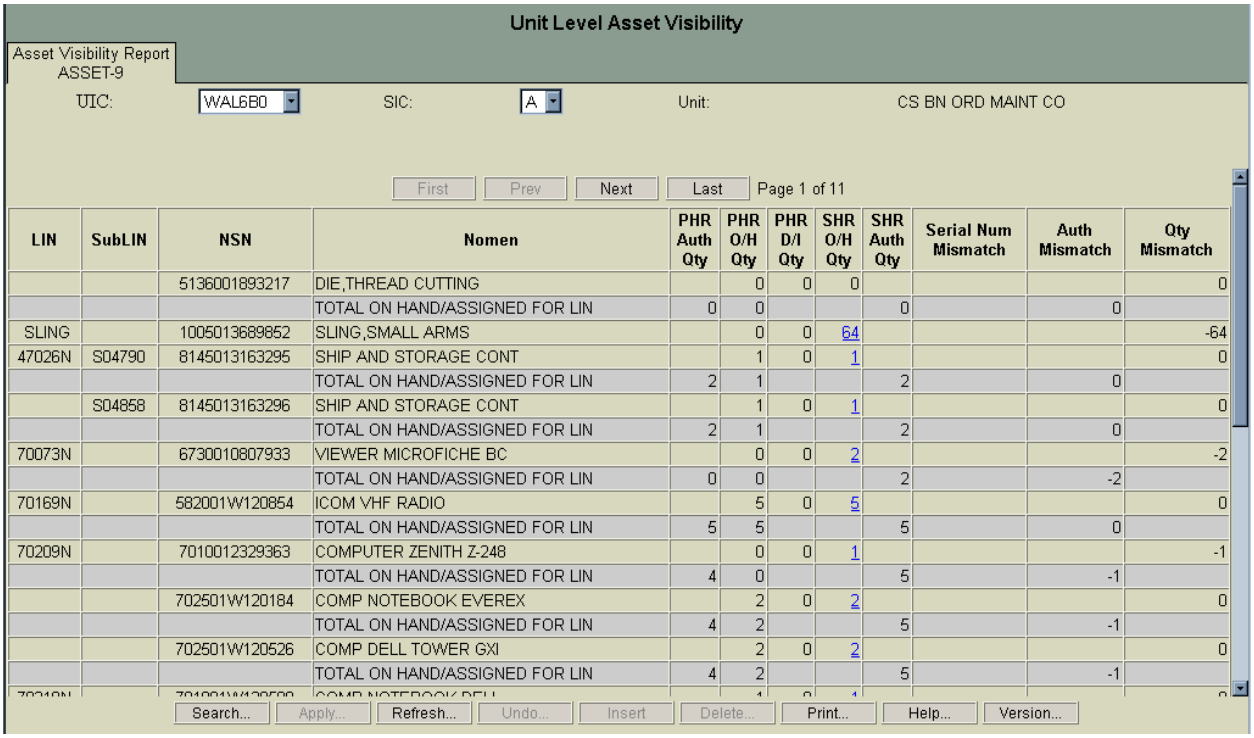
Figure 8.5-14 Inventory Item Search Screen

(2) Follow the steps in paragraphs e.(2)–(4).

<u>8.6 Unit Level Asset Visibility.</u> These processes provide the capability to view/print an asset visibility report, excess reports, shortage reports, excess/shortage reports, and generate a shortage annex form.

<u>8.6.1 Asset Visibility Report</u>. Use this process to produce a listing of a unit's assets for a specific SIC.

a. From the Hand Receipts Menu, select **Asset Visibility Report** to display the **Unit Level Asset Visibility** screen (Figure 8.6-1).



LIN	SubLIN	NSN	Nomen	PHR Auth Qty	PHR O/H Qty	PHR D/I Qty	SHR O/H Qty	SHR Auth Qty	Serial Num Mismatch	Auth Mismatch	Qty Mismatch
		5136001893217	DIE,THREAD CUTTING		0	0	0				0
			TOTAL ON HAND/ASSIGNED FOR LIN	0	0			0		0	
SLING		1005013689852	SLING,SMALL ARMS		0	0	64				-64
47026N	S04790	8145013163295	SHIP AND STORAGE CONT		1	0	1				0
			TOTAL ON HAND/ASSIGNED FOR LIN	2	1			2		0	
	S04858	8145013163296	SHIP AND STORAGE CONT		1	0	1				0
			TOTAL ON HAND/ASSIGNED FOR LIN	2	1			2		0	
70073N		6730010807933	VIEWER MICROFICHE BC		0	0	2				-2
			TOTAL ON HAND/ASSIGNED FOR LIN	0	0			2		-2	
70169N		582001W120854	ICOM VHF RADIO		5	0	5				0
			TOTAL ON HAND/ASSIGNED FOR LIN	5	5			5		0	
70209N		7010012329363	COMPUTER ZENITH Z-248		0	0	1				-1
			TOTAL ON HAND/ASSIGNED FOR LIN	4	0			5		-1	
		702501W120184	COMP NOTEBOOK EVEREX		2	0	2				0
			TOTAL ON HAND/ASSIGNED FOR LIN	4	2			5		-1	
		702501W120526	COMP DELL TOWER GXI		2	0	2				0
			TOTAL ON HAND/ASSIGNED FOR LIN	4	2			5		-1	

Figure 8.6-1 Unit Level Asset Visibility Screen, SIC Layout

b. Click the **UIC** LOV and select the UIC.

c. Click the **SIC** LOV and select the desired SIC.

d. Click the list control buttons to navigate the asset list.

(1) Click the **Next** button to display the next page of the list.

(2) Click the **Prev** button to display the previous page of the list.

(3) Click the **First** button to display the page of the list.

(4) Click the **Last** button to display the last page of the list.

e. To view subhand receipt and component hand receipt data for a specific NSN:

(1) Click the **SHR O/H Qty** number to display a screen containing the component hand receipt information for the LIN (Figure 8.6-2).

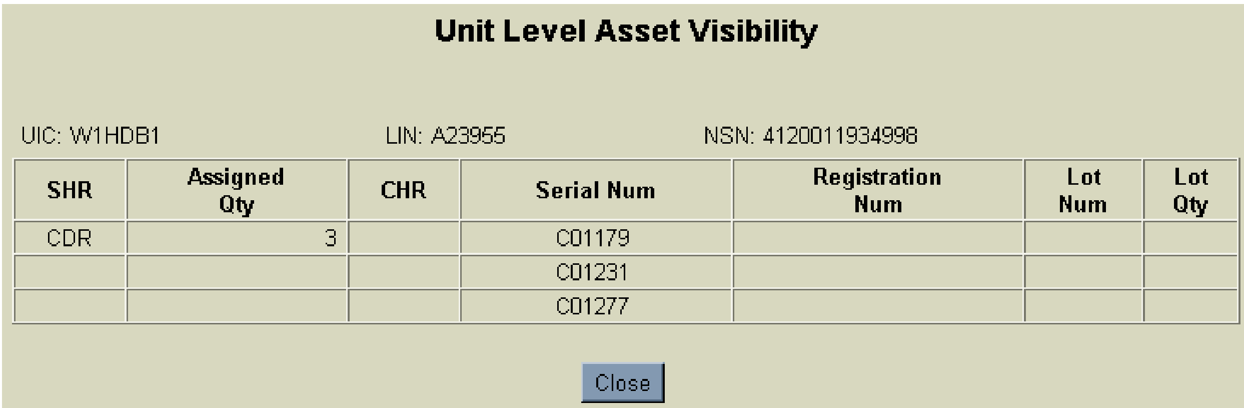


Figure 8.6-2 Unit Level Asset Visibility Component Hand Receipt Screen

(2) Click the close button to exit the screen.

f. To search for a specific LIN:

(1) Click the **Search** button to display the search screen (Figure 8.6-3).

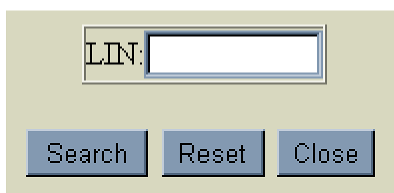


Figure 8.6-3 Unit Level Asset Visibility Search Screen

(2) Enter the **LIN** and click the **Search** button.

g. To print the Unit Level Asset Visibility report:

(1) Click the **Print** button to display the report in Excel.

(2) Click the **Print** icon on the Excel Toolbar to initiate printing the report.

8.6.2 Component Management. Use these processes to produce listings of excess components, component shortages, or a combined listing of shortages and excess.

8.6.2.1 Excess Report. Use this tab to view excess component items, generate a MILSTRIP Turn-In transaction, and print the Component Management Excess Report.

a. From the **SPR-Module Main Menu**, **Asset Visibility** menu, click **Component Management** to display the **Component Management** screen, **Excess Report** tab (Figure 8.6-4).

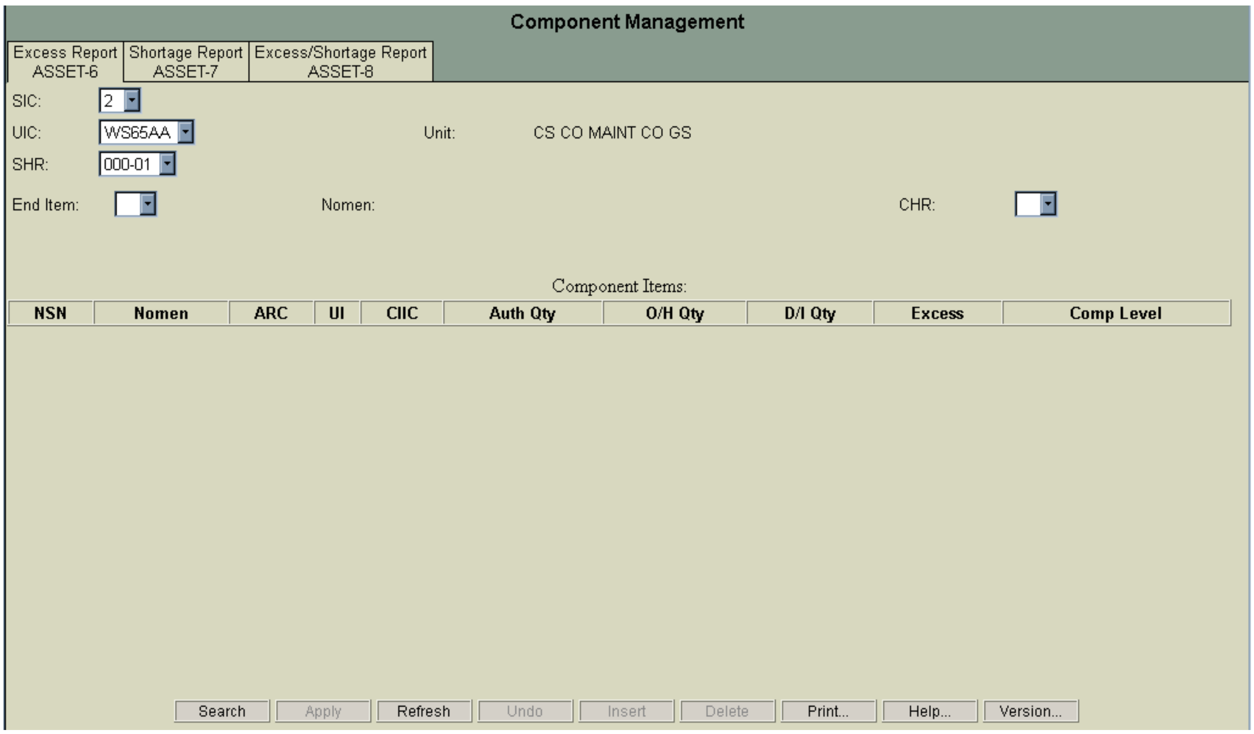


Figure 8.6-4 Component Management Screen, Excess Report Tab

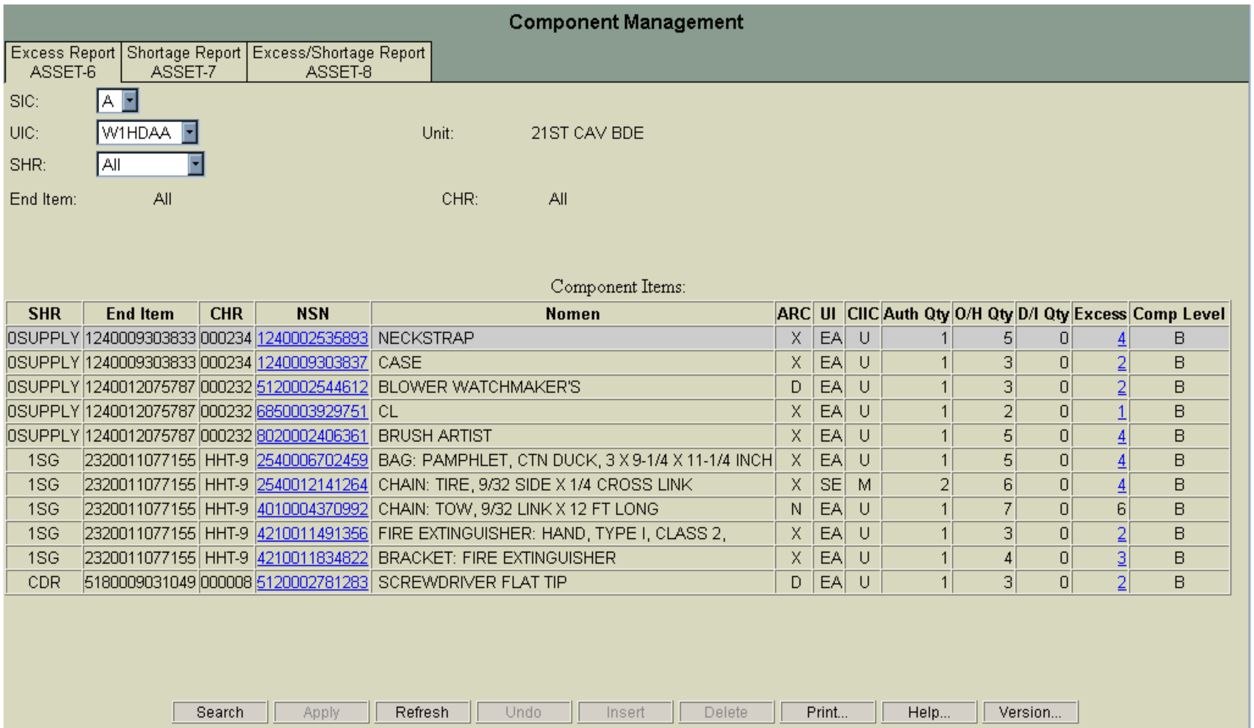
Legend for Figure 8.6-4

Field Name	**Description**
SIC	Displays the available Support Indicator Code.
UIC	Displays the available Unit Identification Code.
SHR	Displays the available Sub Hand Receipt Number.
End Item	Displays the available End Item National Stock Number. This LOV is not available when “All” is selected from the **SHR** LOV.
CHR	Displays the available Component Hand Receipt Number. This LOV is not available when “All” is selected from the **SHR** or **End Item** LOV.

b. Click the desired **LOVs** and make appropriate selections, if available.

NOTE: The Component Management screen is dynamic and the columns displayed will depend on the option selected from the SHR, End Item and CHR LOVs (Figures 8.6-5 through 8.6-7).

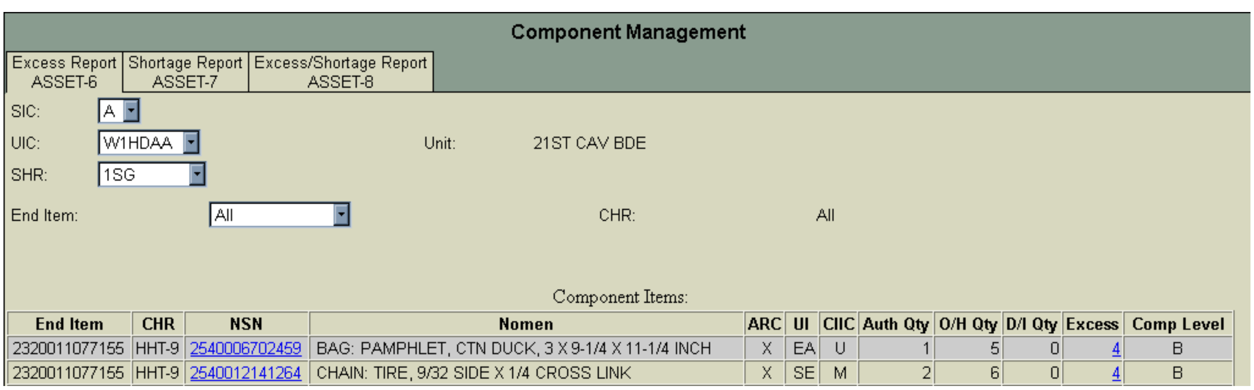
(1) Selecting "All" from the **SHR** LOV option displays all shortages for the selected UIC by Sub Hand Receipt Number. If "All" is selected the **End Item** and **CHR** LOVs will not be available (Figure 8.6-5).



SHR	End Item	CHR	NSN	Nomen	ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Excess	Comp Level
0SUPPLY	1240009303833	000234	1240002535893	NECKSTRAP	X	EA	U	1	5	0	4	B
0SUPPLY	1240009303833	000234	1240009303837	CASE	X	EA	U	1	3	0	2	B
0SUPPLY	1240012075787	000232	5120002544612	BLOWER WATCHMAKER'S	D	EA	U	1	3	0	2	B
0SUPPLY	1240012075787	000232	6850003929751	CL	X	EA	U	1	2	0	1	B
0SUPPLY	1240012075787	000232	8020002406361	BRUSH ARTIST	X	EA	U	1	5	0	4	B
1SG	2320011077155	HHT-9	2540006702459	BAG: PAMPHLET, CTN DUCK, 3 X 9-1/4 X 11-1/4 INCH	X	EA	U	1	5	0	4	B
1SG	2320011077155	HHT-9	2540012141264	CHAIN: TIRE, 9/32 SIDE X 1/4 CROSS LINK	X	SE	M	2	6	0	4	B
1SG	2320011077155	HHT-9	4010004370992	CHAIN: TOW, 9/32 LINK X 12 FT LONG	N	EA	U	1	7	0	6	B
1SG	2320011077155	HHT-9	4210011491356	FIRE EXTINGUISHER: HAND, TYPE I, CLASS 2,	X	EA	U	1	3	0	2	B
1SG	2320011077155	HHT-9	4210011834822	BRACKET: FIRE EXTINGUISHER	X	EA	U	1	4	0	3	B
CDR	5180009031049	000008	5120002781283	SCREWDRIVER FLAT TIP	D	EA	U	1	3	0	2	B

Figure 8.6-5 Component Management Screen, Excess Report Tab

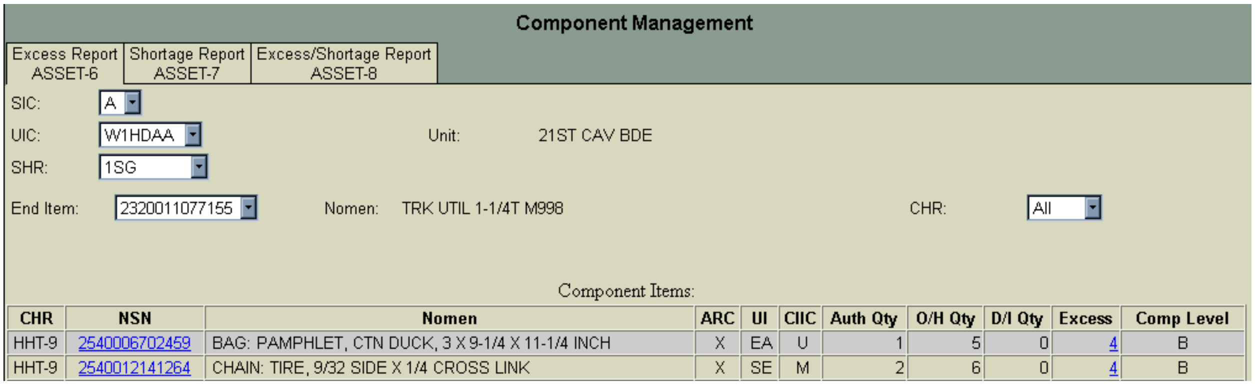
(2) Selecting "All" from the **End Item** LOV displays all shortages for the selected SHR by End Item. If "All" is selected the **CHR** LOV will not be available (Figure 8.6-6).



End Item	CHR	NSN	Nomen	ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Excess	Comp Level
2320011077155	HHT-9	2540006702459	BAG: PAMPHLET, CTN DUCK, 3 X 9-1/4 X 11-1/4 INCH	X	EA	U	1	5	0	4	B
2320011077155	HHT-9	2540012141264	CHAIN: TIRE, 9/32 SIDE X 1/4 CROSS LINK	X	SE	M	2	6	0	4	B

Figure 8.6-6 Component Management Screen, Excess Report Tab

(3) Selecting "All" from the **CHR** LOV displays all Component Hand Receipts for the selected End Item (Figure 8.6-7).



CHR	NSN	Nomen	ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Excess	Comp Level
HHT-9	2540006702459	BAG: PAMPHLET, CTN DUCK, 3 X 9-1/4 X 11-1/4 INCH	X	EA	U	1	5	0	4	B
HHT-9	2540012141264	CHAIN: TIRE, 9/32 SIDE X 1/4 CROSS LINK	X	SE	M	2	6	0	4	B

Figure 8.6-7 Component Management Screen, Excess Report Tab

c. Click the underscored **NSN** to display the **Component Management** screen with Sub Components listed for the selected NSN (Figure 8.6-8), and then click **X** to close the window.

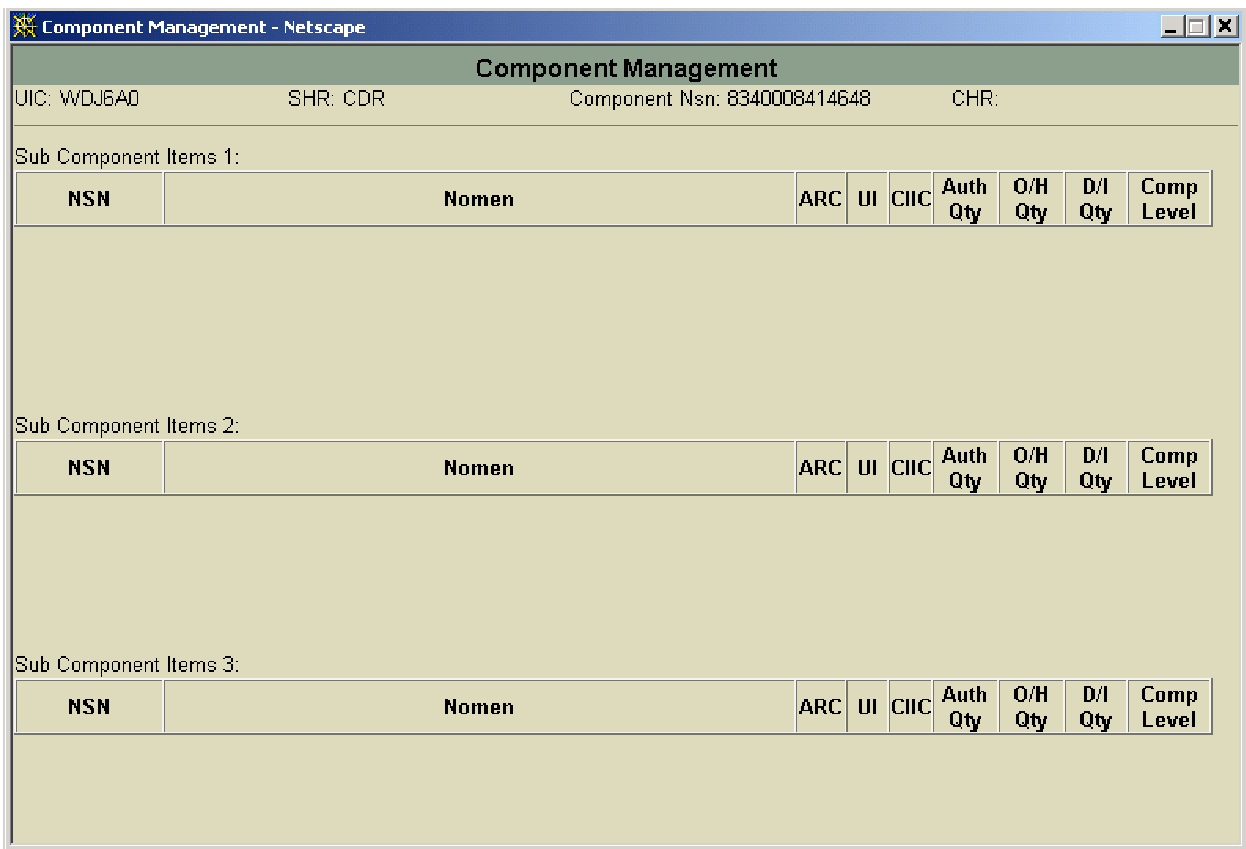


Figure 8.6-8 Component Management Screen, Sub Component List

d. To generate a turn-in for excess items:

(1) Click the underscored **Excess Number** to display the **MILSTRIP Transactions – Turn-In** screen (Figure 8.6-9).

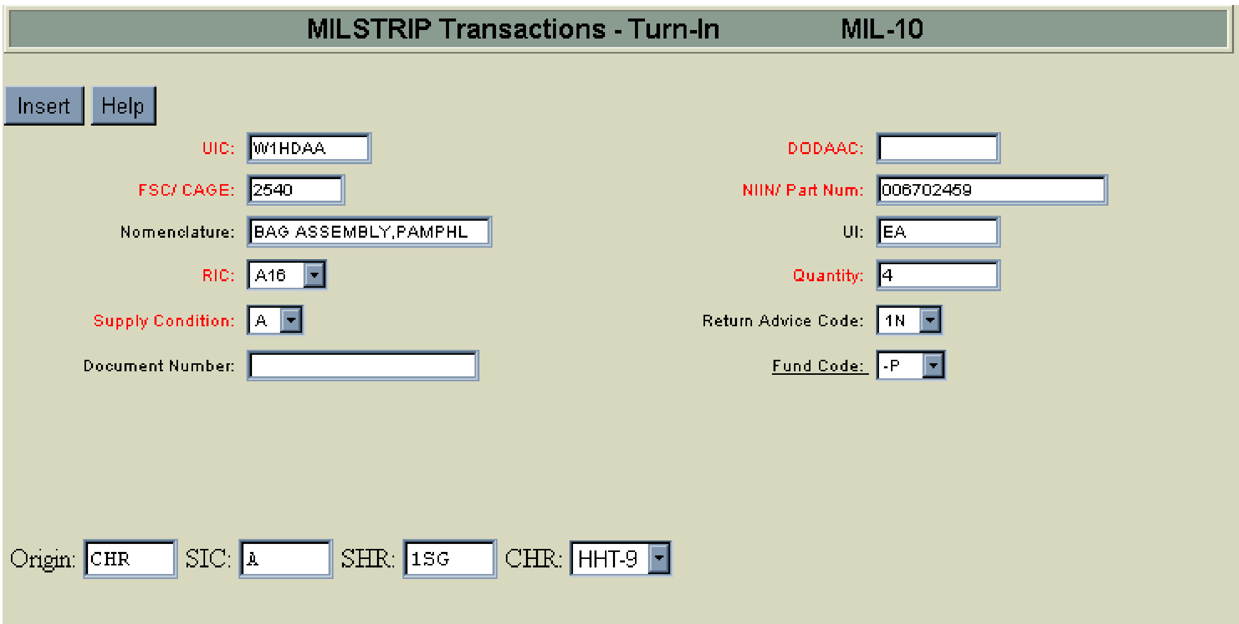


Figure 8.6-9 MILSTRIP Transactions – Turn-In Screen

(2) For further instructions for the Turn-In process, see Section 9.

e. To search for a specific record(s):

(1) Click the **Search** button to display the **Component Management Search** screen (Figure 8.6-10).

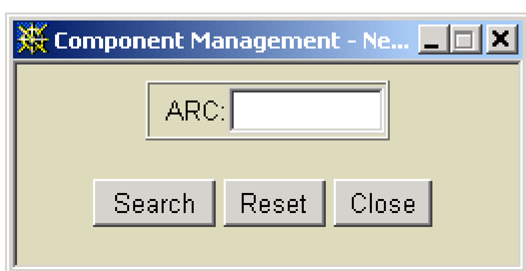


Figure 8.6-10 Component Management Search Screen

(2) Enter the Accounting Requirements Code and click the Search button.

e. To print the **Component Management Excess Report** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.

8.6.2.2 Shortage Report. Use this tab to view shortages, generate a shortage annex, generate a MILSTRIP Request, and print the Component Management Shortage Report.

a. From the **SPR-Module Main Menu**, **Asset Visibility** menu, click **Component Management** to display the **Component Management** screen, with the **Excess Report** tab defaulted. Click the **Shortage Report** tab (Figure 8.6-11).

Figure 8.6-11 Component Management Screen, Shortage Report Tab

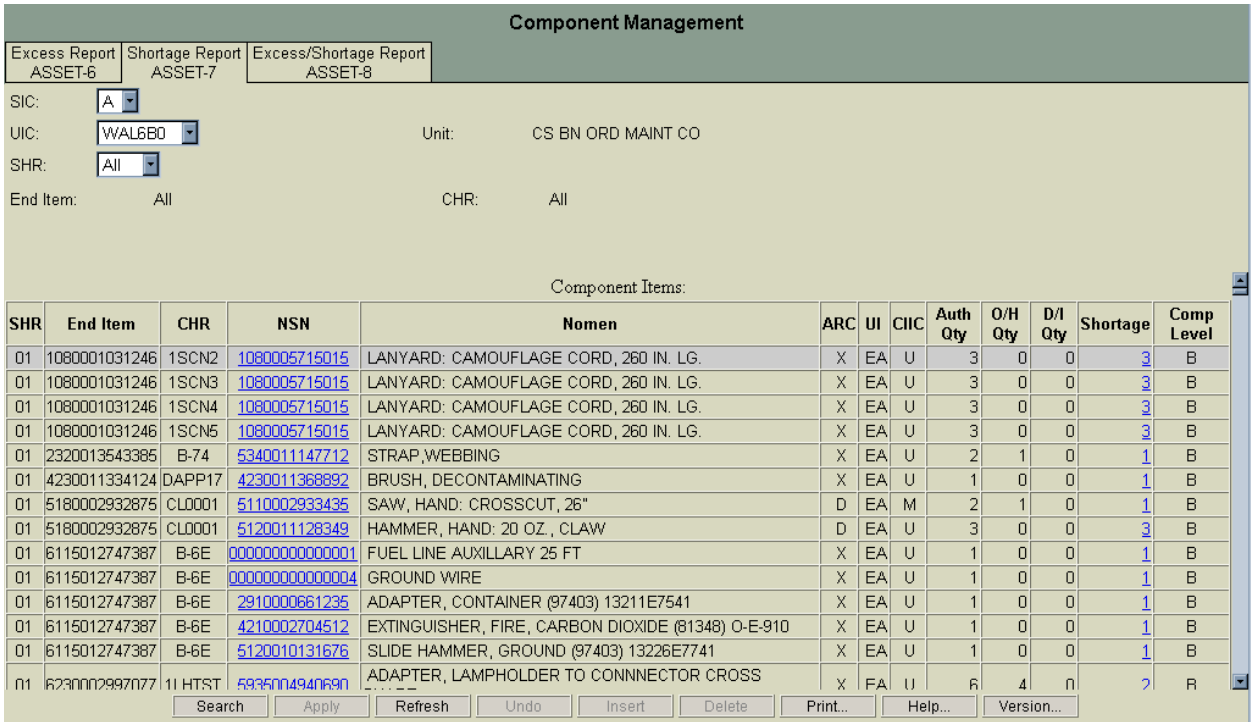
Legend for Figure 8.6-11

Field Name	Description
SIC	Displays the available Support Indicator Code(s).
UIC	Displays the available Unit Identification Code(s).
SHR	Displays the available Sub Hand Receipt Number(s).
End Item	Displays the available End Item National Stock Number(s). This LOV is not available when “All” is selected from the **SHR** LOV.
CHR	Displays the available Component Hand Receipt Number(s). This LOV is not available when “All” is selected from the **SHR** or **End Item** LOV.

b. Click the desired **LOVs** and make appropriate selections, if available.

NOTE: The Component Management screen is dynamic and the columns displayed will depend on the option selected from the SHR, End Item and CHR LOVs (Figures 8.6-12 through 8.6-14).

(1) Selecting “All” from the **SHR** LOV displays all shortages for the selected UIC by Sub Hand Receipt Number. If “All” is selected the **End Item** and **CHR** LOVs will not be available (Figure 8.6-12).



Component Management

Excess Report ASSET-6 | Shortage Report ASSET-7 | Excess/Shortage Report ASSET-8

SIC: A
UIC: WAL6B0 Unit: CS BN ORD MAINT CO
SHR: All
End Item: All CHR: All

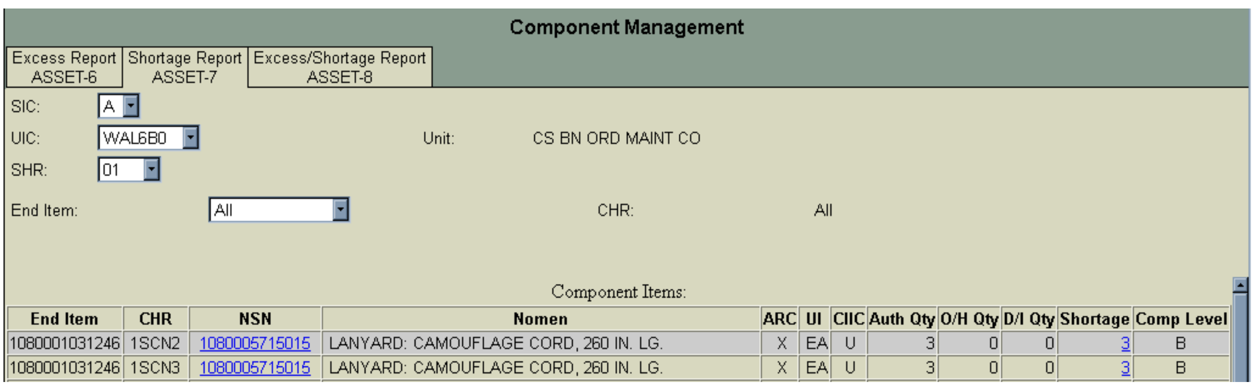
Component Items:

SHR	End Item	CHR	NSN	Nomen	ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Shortage	Comp Level
01	1080001031246	1SCN2	1080005715015	LANYARD: CAMOUFLAGE CORD, 260 IN. LG.	X	EA	U	3	0	0	3	B
01	1080001031246	1SCN3	1080005715015	LANYARD: CAMOUFLAGE CORD, 260 IN. LG.	X	EA	U	3	0	0	3	B
01	1080001031246	1SCN4	1080005715015	LANYARD: CAMOUFLAGE CORD, 260 IN. LG.	X	EA	U	3	0	0	3	B
01	1080001031246	1SCN5	1080005715015	LANYARD: CAMOUFLAGE CORD, 260 IN. LG.	X	EA	U	3	0	0	3	B
01	2320013543385	B-74	5340011147712	STRAP,WEBBING	X	EA	U	2	1	0	1	B
01	4230011334124	DAPP17	4230011368892	BRUSH, DECONTAMINATING	X	EA	U	1	0	0	1	B
01	5180002932875	CL0001	5110002933435	SAW, HAND: CROSSCUT, 26"	D	EA	M	2	1	0	1	B
01	5180002932875	CL0001	5120011128349	HAMMER, HAND: 20 OZ., CLAW	D	EA	U	3	0	0	3	B
01	6115012747387	B-6E	000000000000001	FUEL LINE AUXILLARY 25 FT	X	EA	U	1	0	0	1	B
01	6115012747387	B-6E	000000000000004	GROUND WIRE	X	EA	U	1	0	0	1	B
01	6115012747387	B-6E	2910000661235	ADAPTER, CONTAINER (97403) 13211E7541	X	EA	U	1	0	0	1	B
01	6115012747387	B-6E	4210002704512	EXTINGUISHER, FIRE, CARBON DIOXIDE (81348) O-E-910	X	EA	U	1	0	0	1	B
01	6115012747387	B-6E	5120010131676	SLIDE HAMMER, GROUND (97403) 13226E7741	X	EA	U	1	0	0	1	B
01	6230002997077	1LHTST	5935004940690	ADAPTER, LAMPHOLDER TO CONNNECTOR CROSS	X	EA	U	6	4	0	2	B

Search | Apply | Refresh | Undo | Insert | Delete | Print... | Help... | Version...

Figure 8.6-12 Component Management Screen, Shortage Report Tab

(2) Selecting “All” from the **End Item** LOV displays all shortages for the selected SHR by End Item. If “All” is selected the **CHR** LOV will not be available (Figure 8.6-13).



Component Management

Excess Report ASSET-6 | Shortage Report ASSET-7 | Excess/Shortage Report ASSET-8

SIC: A
UIC: WAL6B0 Unit: CS BN ORD MAINT CO
SHR: 01
End Item: All CHR: All

Component Items:

End Item	CHR	NSN	Nomen	ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Shortage	Comp Level
1080001031246	1SCN2	1080005715015	LANYARD: CAMOUFLAGE CORD, 260 IN. LG.	X	EA	U	3	0	0	3	B
1080001031246	1SCN3	1080005715015	LANYARD: CAMOUFLAGE CORD, 260 IN. LG.	X	EA	U	3	0	0	3	B

Figure 8.6-13 Component Management Screen, Shortage Report Tab

(3) Selecting “All” from the **CHR** LOV displays all Component Hand Receipts for the selected End Item (Figure 8.6-14).

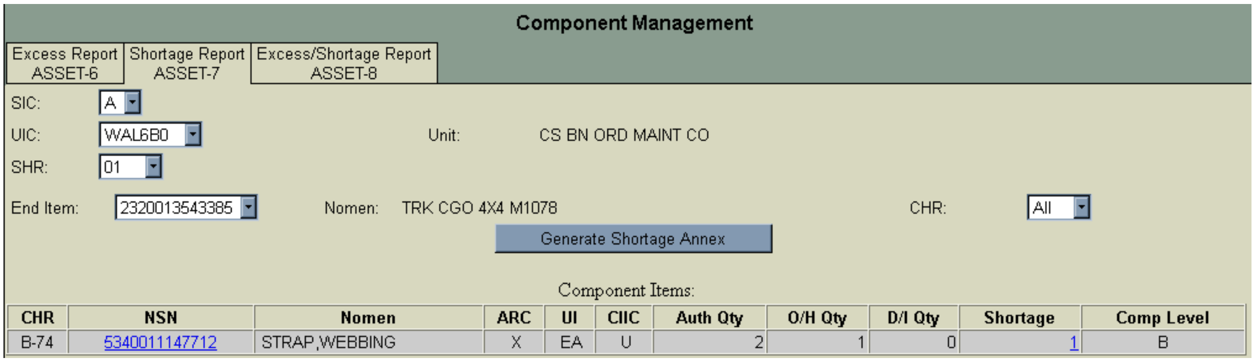


Figure 8.6-14 Component Management Screen, Shortage Report Tab

c. Click the underscored **NSN** to display the **Component Management** screen with Sub Components listed for the selected NSN (Figure 8.6-15).

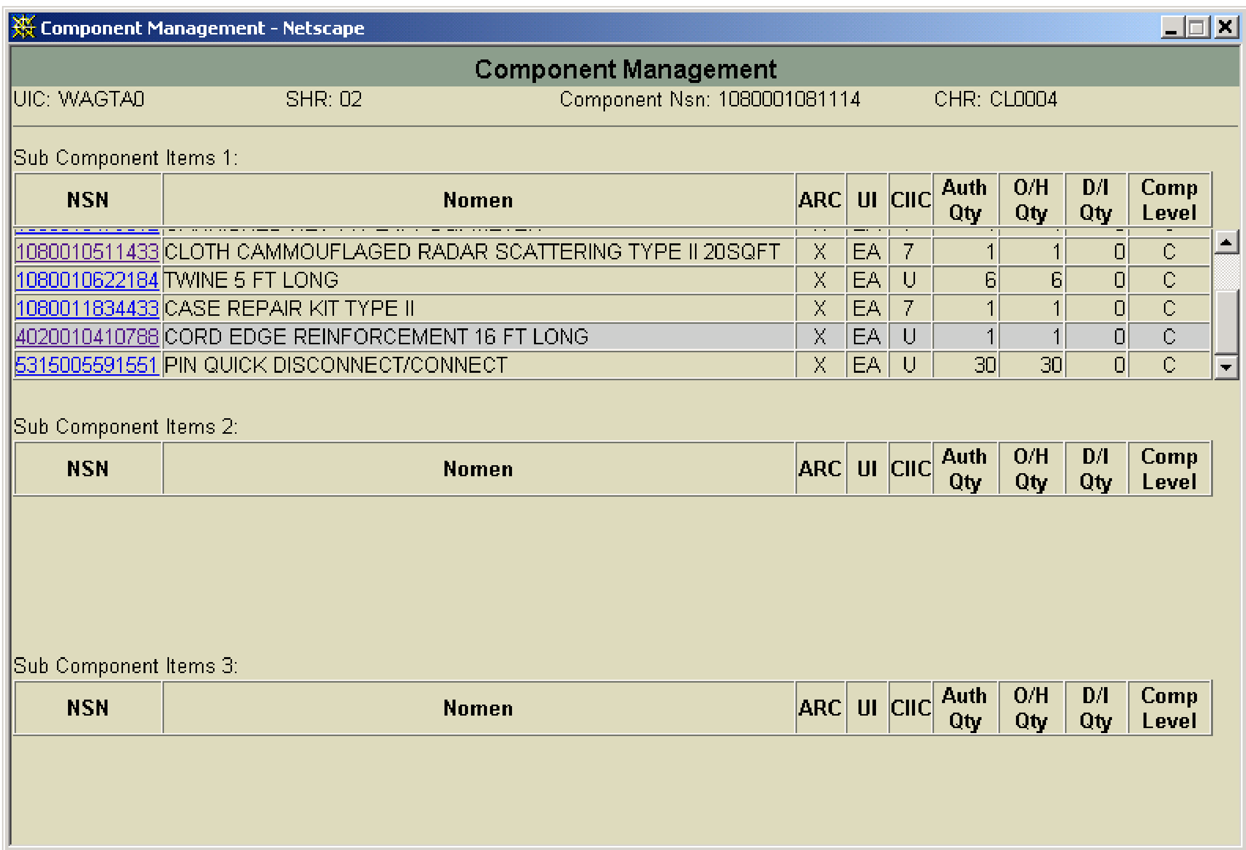


Figure 8.6-15 Component Management Screen, Sub Component List

d. Click the underscored **NSN** to highlight an item and then click **X** to close the window.

e. To generate a request for a shortage item(s):

(1) Click the underscored **Shortage Number** to display the **MILSTRIP Transactions – Request** screen (Figure 8.6-16).

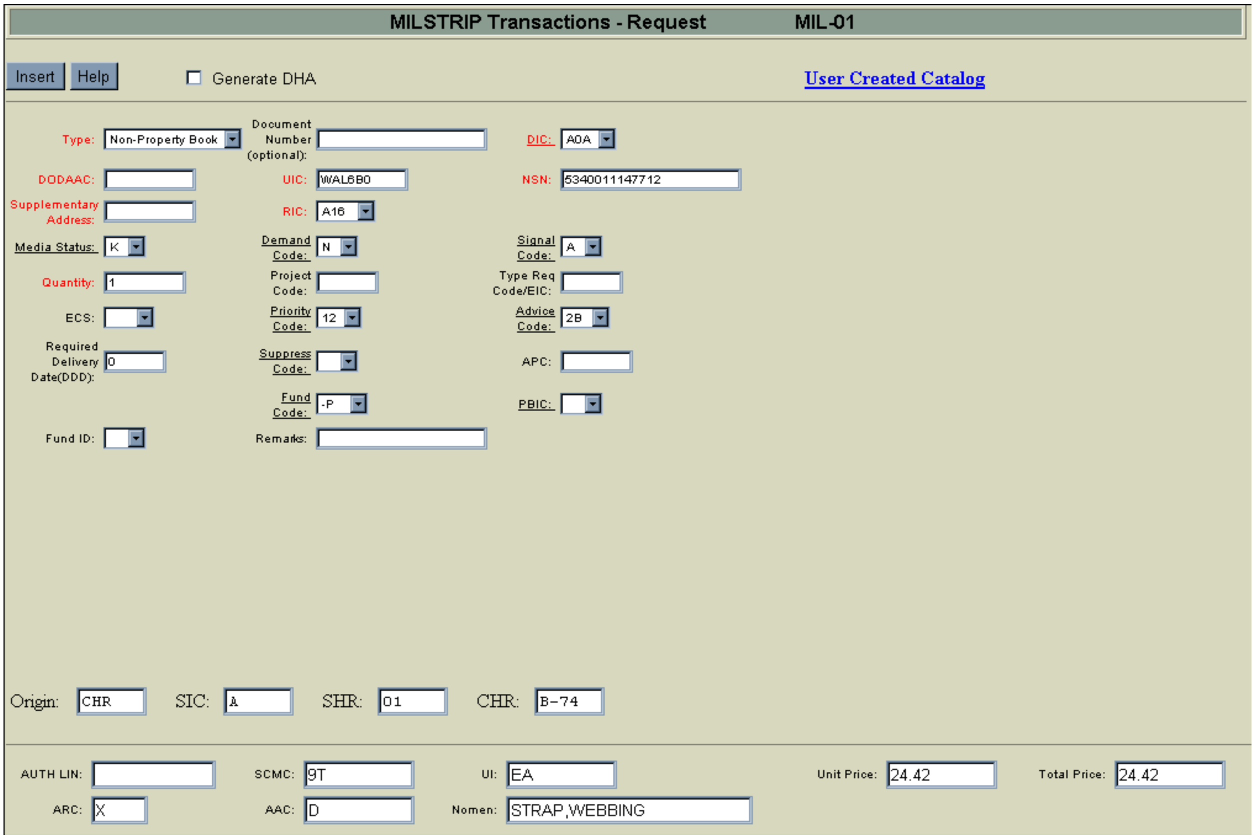


Figure 8.6-16 MILSTRIP Transactions – Request Screen

(2) For further instructions to request an item, see Section 9.

f. To search for a specific record(s):

(1) Click the **Search** button to display the **Search** screen (Figure 8.6-17)

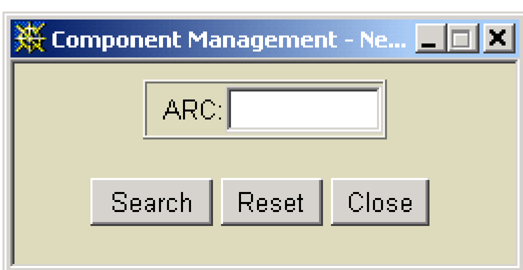


Figure 8.6-17 Component Management Search Screen

(2) Enter the Accounting Requirements Code and click the **Search** button.

g. To generate a Shortage Annex:

(1) Click the **Generate Shortage Annex** button to activate Fed Forms and display the DA Form 2062, **Hand Receipt/Annex Number**.

(2) Make appropriate entries.

h. To print the **Hand Receipt/Annex Number** using Fed Form:

(1) Click **File**.

(2) Click **Print** to display the **Print** screen.

(3) Click the **Options** button and make appropriate selections.

(4) Click **OK** to return to the **Print** screen.

(5) Click **OK** to print the report.

(6) Click **X** to close the window.

8.6.2.3 Excess/Shortage Report. Use this tab to view a consolidated list of excess and shortage component items and print the Component Management Excess/Shortage Report.

a. From the **SPR-Module Main Menu**, **Asset Visibility** menu, click **Component Management** to display the **Component Management** screen, with the **Excess Report** tab defaulted. Click the **Excess/Shortage Report** tab (Figure 8.6-18).

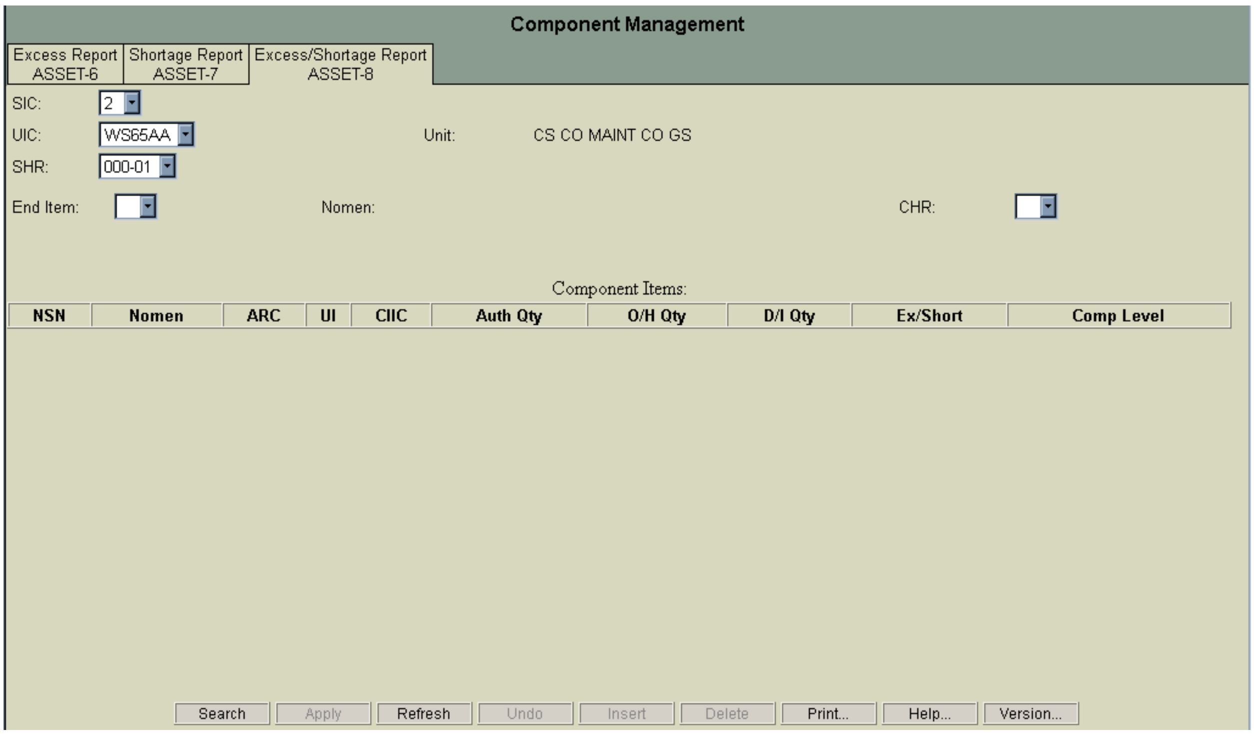


Figure 8.6-18 Component Management Screen, Excess/Shortage Tab

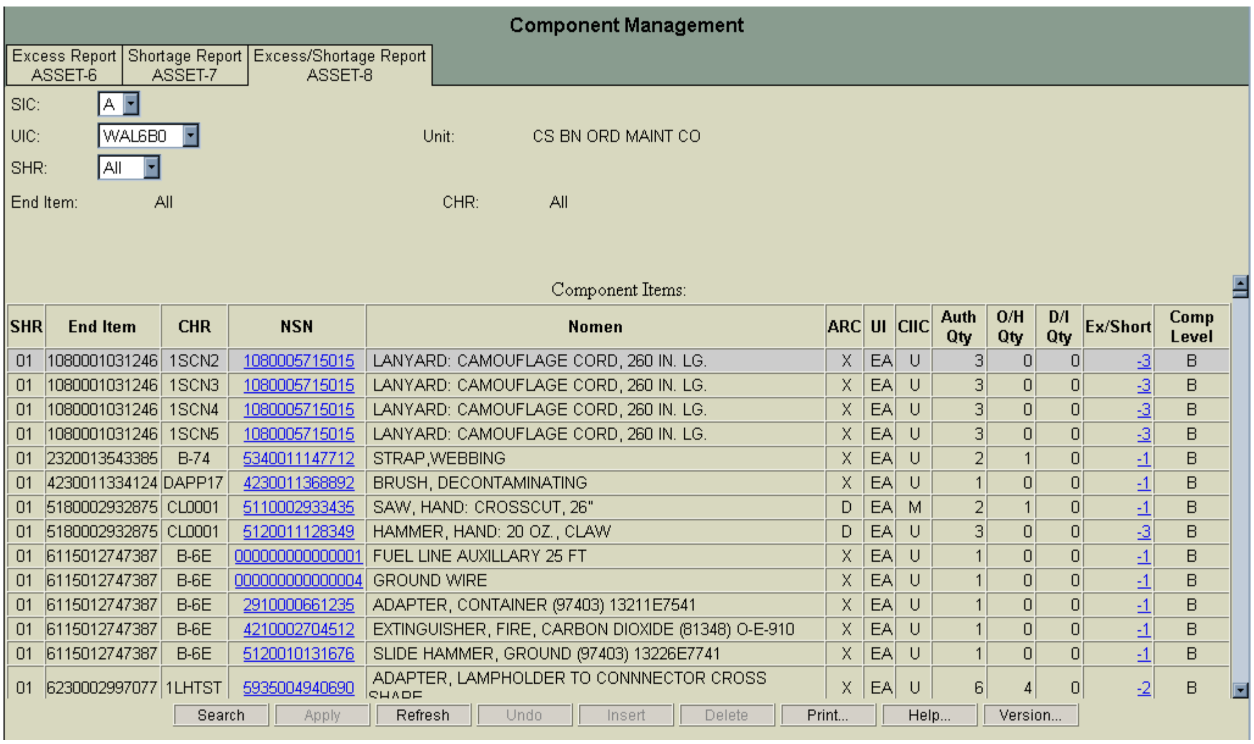
Legend for Figure 8.6-18

Field Name	Description
SIC	Displays the available Support Indicator Code(s).
UIC	Displays the available Unit Identification Code(s).
SHR	Displays the available Sub Hand Receipt(s).
End Item	Displays the available End Item National Stock Number(s). This LOV is not available when “All” is selected from the **SHR** LOV.
CHR	Displays the available Component Hand Receipt Number(s). This LOV is not available when “All” is selected from the **SHR** or **End Item** LOV.

b. Click the desired **LOVs** and make appropriate selections, if available.

NOTE: The Component Management screen is dynamic and the columns displayed will depend on the option selected from the SHR, End Item or CHR LOVs (Figures 8.6-19 through 8.6-21).

(1) Selecting "All" from the **SHR** LOV displays all shortages for the selected UIC by Sub Hand Receipt Number. If "All" is selected the **End Item** and **CHR** LOVs will not be available (Figure 8.6-19).



SHR	End Item	CHR	NSN	Nomen	ARC	UI	CIIC	Auth Qty	O/H Qty	D/I Qty	Ex/Short	Comp Level
01	1080001031246	1SCN2	1080005715015	LANYARD: CAMOUFLAGE CORD, 260 IN. LG.	X	EA	U	3	0	0	-3	B
01	1080001031246	1SCN3	1080005715015	LANYARD: CAMOUFLAGE CORD, 260 IN. LG.	X	EA	U	3	0	0	-3	B
01	1080001031246	1SCN4	1080005715015	LANYARD: CAMOUFLAGE CORD, 260 IN. LG.	X	EA	U	3	0	0	-3	B
01	1080001031246	1SCN5	1080005715015	LANYARD: CAMOUFLAGE CORD, 260 IN. LG.	X	EA	U	3	0	0	-3	B
01	2320013543385	B-74	5340011147712	STRAP,WEBBING	X	EA	U	2	1	0	-1	B
01	4230011334124	DAPP17	4230011368892	BRUSH, DECONTAMINATING	X	EA	U	1	0	0	-1	B
01	5180002932875	CL0001	5110002933435	SAW, HAND: CROSSCUT, 26"	D	EA	M	2	1	0	-1	B
01	5180002932875	CL0001	5120011128349	HAMMER, HAND: 20 OZ., CLAW	D	EA	U	3	0	0	-3	B
01	6115012747387	B-6E	000000000000001	FUEL LINE AUXILLARY 25 FT	X	EA	U	1	0	0	-1	B
01	6115012747387	B-6E	000000000000004	GROUND WIRE	X	EA	U	1	0	0	-1	B
01	6115012747387	B-6E	2910000661235	ADAPTER, CONTAINER (97403) 13211E7541	X	EA	U	1	0	0	-1	B
01	6115012747387	B-6E	4210002704512	EXTINGUISHER, FIRE, CARBON DIOXIDE (81348) O-E-910	X	EA	U	1	0	0	-1	B
01	6115012747387	B-6E	5120010131676	SLIDE HAMMER, GROUND (97403) 13226E7741	X	EA	U	1	0	0	-1	B
01	6230002997077	1LHTST	5935004940690	ADAPTER, LAMPHOLDER TO CONNNECTOR CROSS SHAPE	X	EA	U	6	4	0	-2	B

Figure 8.6-19 Component Management Screen, Excess/Shortage Report Tab

(2) Selecting “All” from the **End Item** LOV displays all shortages for the selected SHR by End Item. If “All” is selected the **CHR** LOV will not be available (Figure 8.6-20).

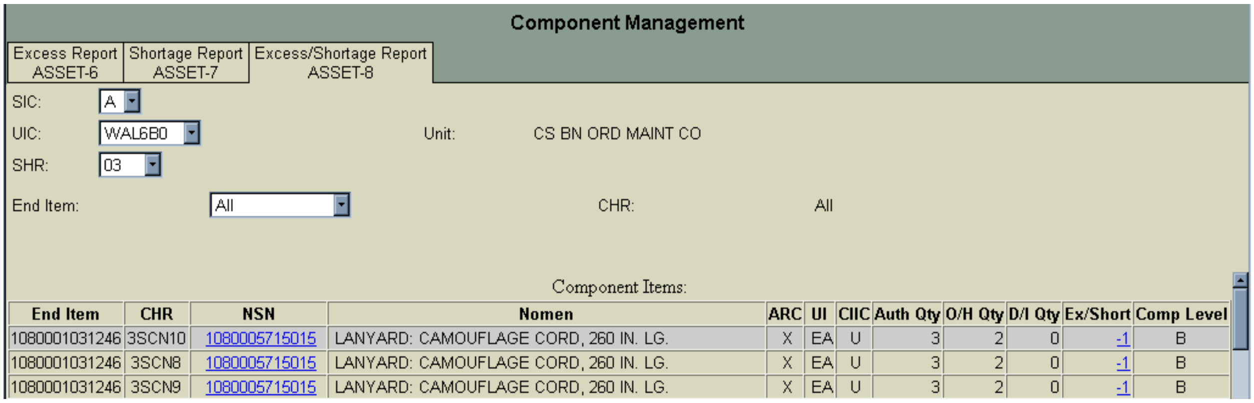


Figure 8.6-20 Component Management Screen, Excess/Shortage Report Tab

(3) Selecting “All” from the **CHR** LOV displays all Component Hand Receipts for the selected End Item (Figure 8.6-21).

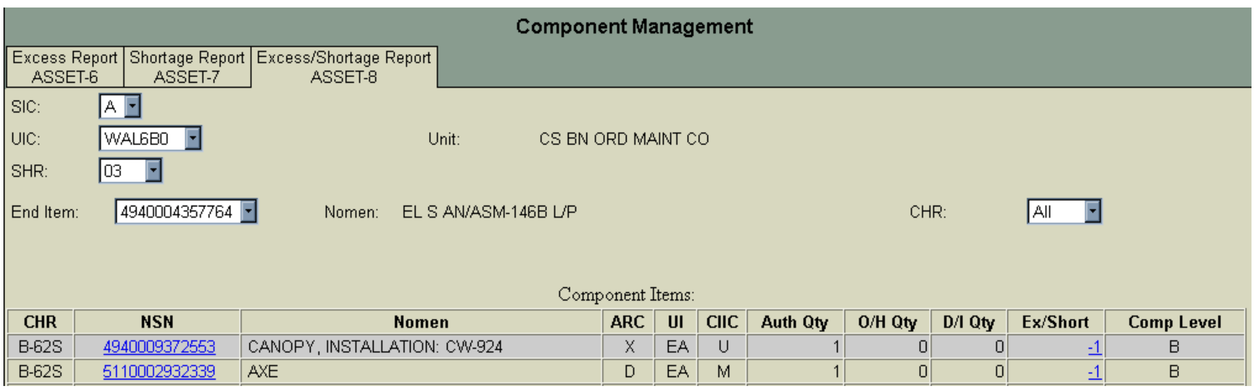


Figure 8.6-21 Component Management Screen, Excess/Shortage Report Tab

c. Click the underscored **NSN** to display the **Component Management** screen with Sub Components listed for the selected NSN (Figure 8.6-22).

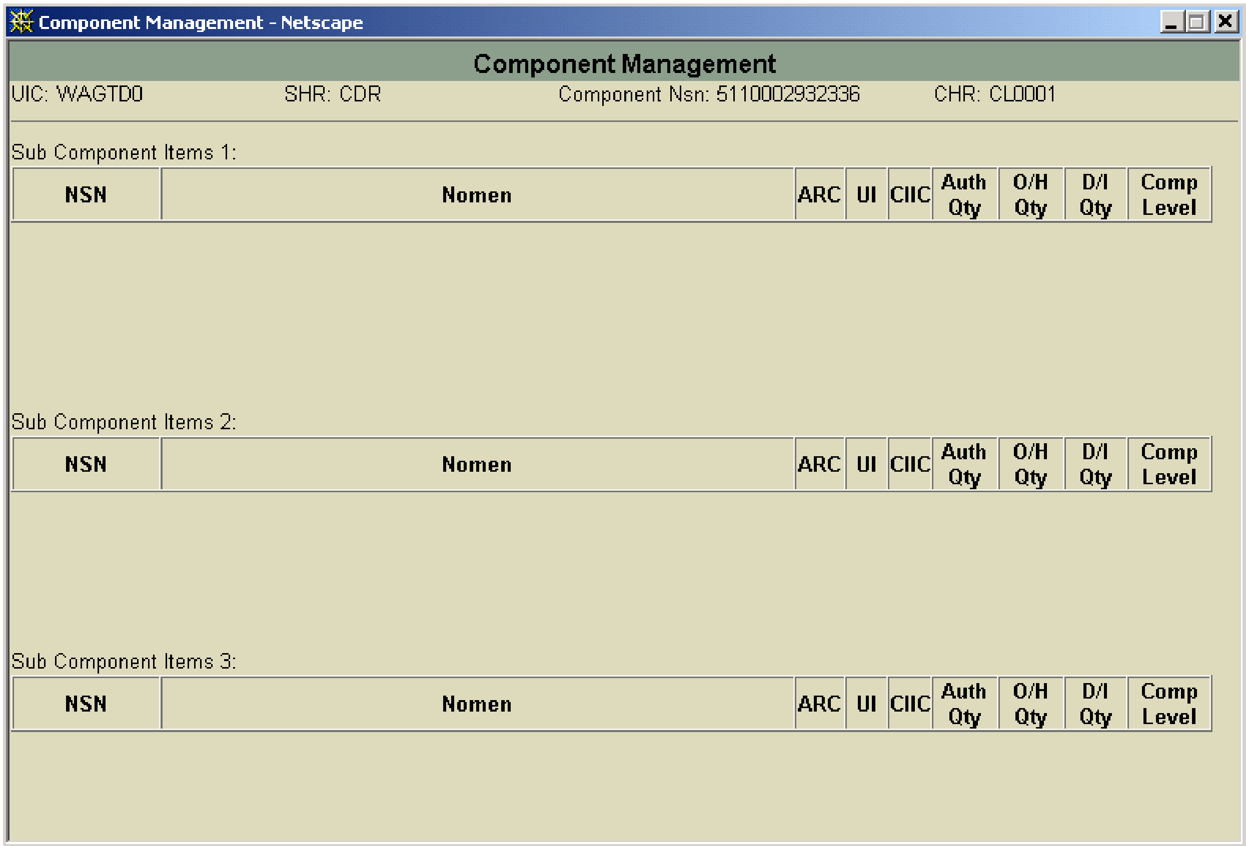


Figure 8.6-22 Component Management Screen, Sub Component List

d. Click the underscored **NSN** to highlight an item, and then click **X** to close the window.

e. The **Ex/Short** column displays the number of excess or shortage item(s). A positive number represents an excess item(s) and selecting this number will generate a turn-in. A negative number represents a shortage item and selecting this number will generate a request. Use the steps below to generate the appropriate Turn-In or Request Document:

(1) Excess Turn-In:

(a) Click the underscored **Positive Number** to display the **MILSTRIP Transactions – Turn-In** screen (Figure 8.6-23).

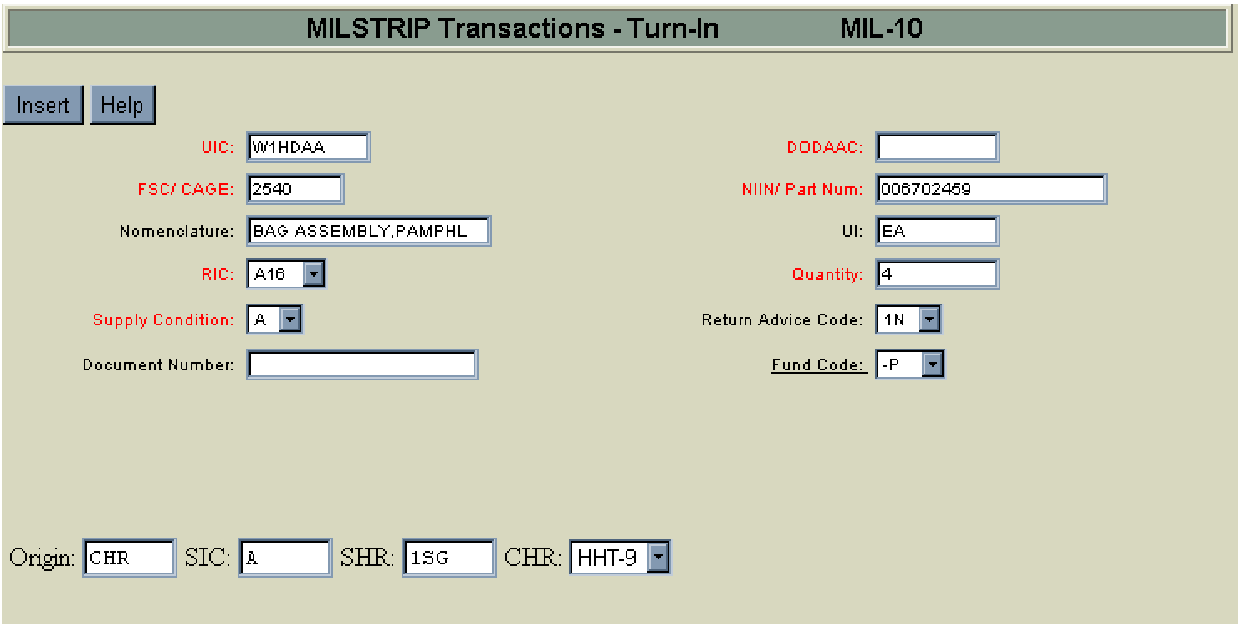


Figure 8.6-23 MILSTRIP Transactions – Turn-In Screen

(b) For further instructions to turn-in an item, see Section 9.

(2) Shortage Request:

(a) Click the underscored **Negative Number** to display the **MILSTRIP Transactions – Request** screen (Figure 8.6-24).

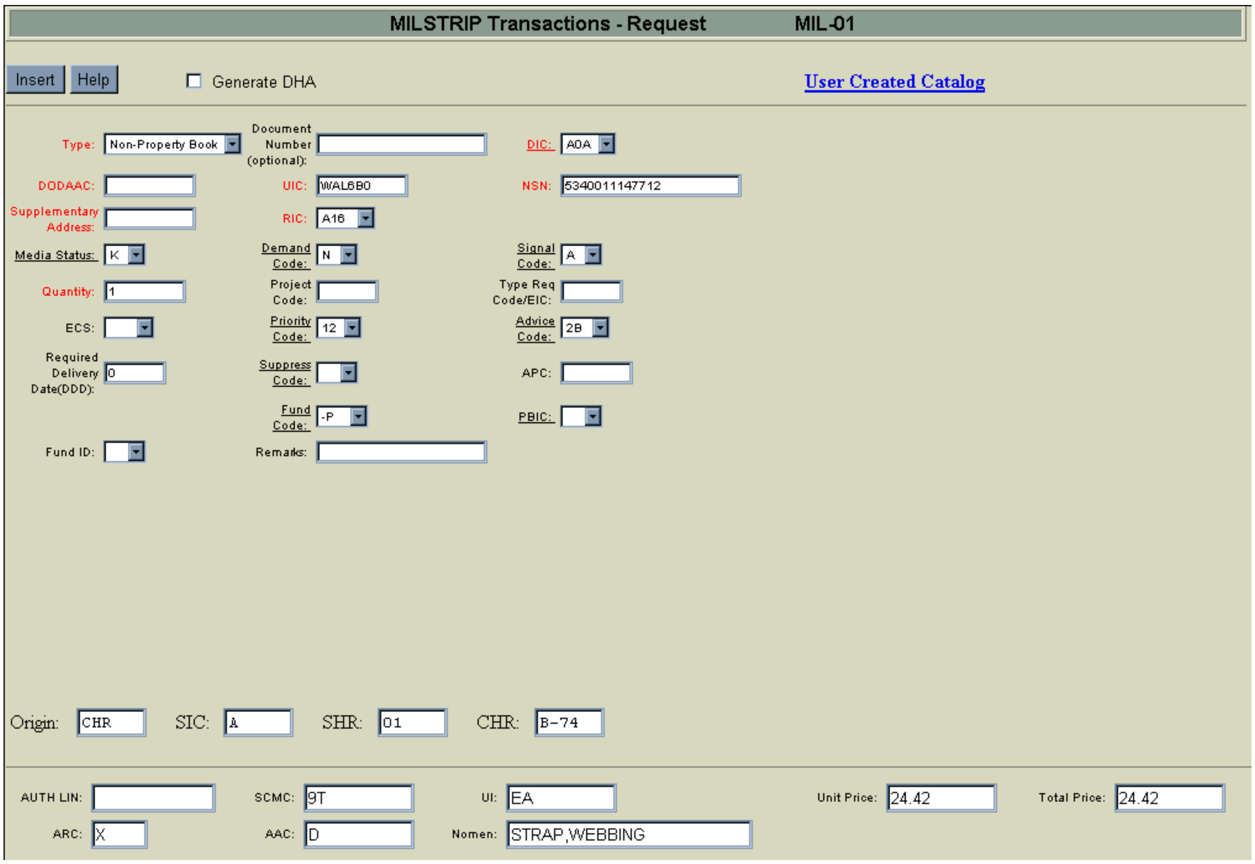


Figure 8.6-24 MILSTRIP Transactions – Request Screen

(b) For further instructions to request an item, see Section 9.

f. To search for a specific record(s):

(1) Click the **Search** button to display the **Search** screen (Figure 8.6-25)

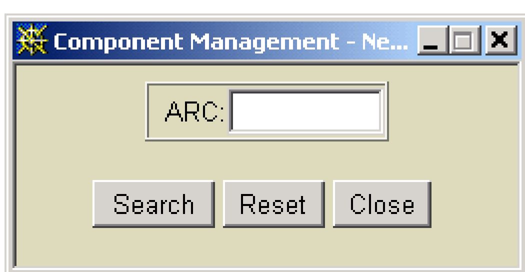


Figure 8.6-25 Component Management Search Screen

(2) Enter the Accounting Requirements Code and click the **Search** button.

g. To print the **Component Management Excess/Shortage Report** using Excel, click the **Print** button. For additional information about printing with Excel, see Section 4.